



Saint Louis County

Public Health and Human Service Department – www.stlouiscountymn.gov

Linnea Mirsch
PHHS Director

DRUG TESTING REQUEST FOR PROPOSAL St. Louis County, MN

Purpose/Statement of Need:

St. Louis County Public Health and Human Services (PHHS) is seeking proposals from qualified Drug Testing Vendors for the purpose of a continuum of drug testing options that would comply with chain of custody protocol and be admissible to the court. Options could include but not limited to: Breathalyzer, urine, oral swab, hair follicle, sweat patch testing and medication and medication compliance testing for clients working with PHHS. St. Louis County desires to enter into a contract with a single vendor; however, may choose to award contracts to more than one vendor.

Geographic area to be served:

St. Louis County with the highest volume in the Duluth area.

Client population to be served:

Individuals referred for drug testing include people being served by Children and Family Services, Public Health, Economic Support Services and Behavioral Health. Individuals referred for drug testing may present with behavioral and/or safety issues related to trauma (physical, emotional, sexual,) neglect, mental health, substance use disorder and/or medical conditions. This will also include individuals convicted of a drug felony receiving public assistance as a condition of continued eligibility for specific programs. Individuals could be under court jurisdiction as participants in Safe Babies Court, CHIPs court, or under civil commitment for mental health and/or substance use disorder. Other individuals could be working voluntarily with PHHS but due to their high risk of substance use may be referred for drug testing.

Scope of Services:

Provide a continuum of drug testing services to individuals served by St. Louis County Public Health and Human Services. Drug testing services should include: Urine Analysis, Hair Follicle Testing, Oral Swab Testing and Sweat Patch Testing. Drug testing services will be provided in a culturally sensitive and Non-punitive or non-humiliating manner while following an approved chain of custody protocol.

Desired Services:

St. Louis County Public Health and Human Services is seeking a vendor to provide a continuum of drug testing options to meet the needs of individuals served by PHHS. Vendor would have testing locations in Duluth, Virginia, Hibbing, and other potential locations throughout St. Louis County, ideally with access to public transportation and adequate parking. The vendor would be available to provide drug testing education and interpretation to St. Louis County staff or collaborative partners at the request of staff. The vendor will also provide written and verbal communication with St. Louis County staff regarding the attempts made to arrange the test, cooperation with drug test, and outcome. Ideally, the vendor will assist in arranging the random drug testing. St. Louis County requires that a vendor meet the following minimum levels of services for the specific areas:

1. Laboratory-Sample Collection, Transportation and Storage:

- 1.1 A separate vendor (collection only) may be responsible for collecting, packaging, and preparing urine and other specimens for transport to the vendor for testing. Vendor will schedule express courier service as determined by the County approved testing schedule.

- 1.2 The vendor shall be responsible for a lab-authorized courier service that will pick up and transport specimens to the vendor's laboratory at least two times per week (as determined by testing schedule).
- 1.3 The vendor shall maintain strict chain-of-command custody procedures to ensure that the results are correctly matched to the person who provided the specimen, and transfer all specimens in a manner to preserve the chain-of-custody acceptable to the courts.
- 1.4 The vendor shall provide written instructions for the shipping process and tracking system, including how to access the tracking system, to collection vendor.

2. Laboratory-Specimen Validity Testing:

The vendor shall possess strict protocol related to specimen validity, tampering and adulteration, including creatinine testing for dilution.

3. Laboratory-Adulterant Validity Testing:

The vendor has the capability to test specimens for signs of adulteration. This examination will include physical (abnormal or unusual color or odor, excessive foaming, and excess sediments (and analytical (checking for creatinine, PH< specific gravity, nitrates and oxidants)

4. Laboratory Initial Screens:

- 4.1 The vendor shall adhere to federal standards regarding threshold levels as determined by the County in consultation with the laboratory. Thresholds may change upon discussion with the County if/as standards in forensic testing advance.
- 4.2 On each specimen, conduct laboratory screens for the following drugs and/or alcohol as specified by the county:
 - 4.2.1 THC
 - 4.2.2 Amphetamines
 - 4.3.3 Barbiturates
 - 4.3.4 Benzodiazepines
 - 4.3.5 Cocaine
 - 4.3.6 PCP
 - 4.3.7 Opiates and Methadone
 - 4.3.8 Methamphetamine
 - 4.3.9 Oxycodone
 - 4.3.10 Buprenorphine
 - 4.3.11 ETG
- 4.3 Testing options shall include, but are not limited to:
 - 4.3.1 5 panel test
 - 4.3.2 5 panel test, plus EtG
 - 4.3.3 9 panel test
 - 4.3.4 9 panel test, plus EtG
- 4.4 County may request testing on additional drugs, including, but not limited to:
 - 4.4.1 Ecstasy (MDMA, MDA, MDEA)
 - 4.4.2 Bath Salts
 - 4.4.3 Fentanyl

- 4.4.4 Gamma-Hydroxybutyric Acid (DXM)
- 4.4.5 Ketamine
- 4.4.6 K2/Spice
- 4.4.7 Lysergic Acid Diethylamide (LSD)
- 4.4.8 Kratom

5. Laboratory-Confirmation Testing:

For drug plus alcohol screens, the vendor will conduct laboratory confirmation screens on specimens as requested by the County. The County will determine which drugs shall be tested on each confirmation test.

6. Laboratory Test Results and Reporting:

The Vendor shall have the ability to make test and client no-show information accessible to authorized County staff. The proposed system shall include:

- 6.1 User access three hundred sixty-five (365) days a year, twenty-four (24)-hours a day.
- 6.2 Results reported and identified by the County provided client name or identifier.
- 6.3 System down notification protocol, including nights, weekend, and holidays.
- 6.4 Accurate data.
- 6.5 Real-time tracking.
- 6.6 Program management.
- 6.7 Comprehensive reporting.
- 6.8 The Vendor shall submit additional written reports as requested by the County. Format for the content of the reports shall be determined by the County.

7. Collection - UA Collection:

- 7.1 Vendor may have the ability to provide collections during evening and weekend hours.
- 7.2 Vendor will conduct observed UA for clients participating in random testing at Vendor's site.
- 7.3 Vendor should provide additional collection options that may be available to the County.
- 7.4 Client must be checked in for testing under the name that was provided on referral form from the County. To ensure proper identification, ID will be required unless County provided client photo is available from collection system.
- 7.5 Vendor must have system to track collections and no- show information.
- 7.6 Vendor must be able to accept referral information in real time from County staff, including name, county identifier, and photo.

8. Randomized Testing:

- 8.1 Vendor shall have a system to provide randomized testing. Vendor will be responsible for developing a random testing schedule as approved by the County.
- 8.2 Vendor will provide a telephone line(s) for clients to call or text into to determine when and where they are required to report for testing.

9. Expert Witness:

- 9.1 Vendor will provide affidavit documentation when requested by the County.
- 9.2 Vendor must be able to provide expert witnesses for court testimony either in person or by telephone upon request by and determination of County.

10. Staffing Credentials:

County requires that the Vendor shall use trained and experienced technicians, have the ability to provide expert court testimony through a Scientific Laboratory Director, and will provide Job Descriptions on request.

11. Supplies:

- 11.1 The Vendor shall provide the necessary supplies to Collection Vendor upon request from the Collection Vendor or the County
- 11.2 Chain-of-Custody forms for each specimen including type of drug testing and Department account number.
- 11.3 Specimen collection supplies.
- 11.4 Appropriate packaging and shipping materials with sealable bags and/or boxes of sufficient quality to ensure specimens are maintained intact to prevent leakage, as well as all associated supplies for shipment of specimens, including but not limited to, pre-printed mailing and barcode labels, tracking documents, and pre-printed forms, and instructional materials.

12. Essential Requirements:

- 12.1 Vendor would have their own space to conduct the appropriate drug testing service as directed by the referring case manager. Drug testing would be available frequent enough to ensure drug testing is random and available on short notice, ideally, 7 days per week (excluding holidays) and include non-traditional work hours.
- 12.2 Provider must be able to meet the demands of St. Louis County referrals providing approximately 350 tests per month, with the highest volume in the southern region of the county.
- 12.3 Work with Public Health and Human Services to develop a continuum of drug testing services to meet the needs of individuals served by PHHS.
- 12.4 Work with Public Health and Human Services to develop a referral and scheduling system.
- 12.5 Participate in quarterly Quality Assurance Meetings with PHHS.
- 12.6 Vendor will provide education on types of testing services, chain of custody protocol, and how to interpret lab results.
- 12.7 Vendor will have staff available during traditional work hours to assist with questions regarding testing services, chain of custody protocol and lab results.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals performing this function. They are not to be construed as an exhaustive list of all responsibilities.

Saint Louis County Contact(s):

Name/Title: Nichole Rahman, St. Louis County PROD Coordinator

Phone: 218.726.2244

E-mail: rahmann@stlouiscountymn.gov

Name/Title: Abby Schaefer, St. Louis County, Contract Services Representative

Phone: 218.725.5015 or 320.630.2816

E-mail: schaefera@stlouiscountymn.gov

Timeline:

Due Date for proposal submission	11/2/20 by 4:30pm
Target date for completion of interviews	Week of 11/16/20
Target date for notification of applicants	11/23/20
Targeted contract begin date	1/1/2021

Applicant Response:

If you are interested in being considered to provide this service, please submit one (1) copy of your proposal and cover letter, including certifications or licensures as applicable.

Timeline & Severability:

The contract(s) will be set up for CY2021 with option for renewal based upon funding, need, review of performance and mutual agreement.

CONTRACT REQUIREMENTS:**Insurance:**

The following insurance must be obtained prior to contract start date. A Certificate of Insurance for each policy must be on file with the St. Louis County Public Health and Human Service Department Contract Services. Each certificate must include a 10-day notice of cancellation non-renewal, or material change to all named and additional insureds.

General Liability Insurance

- \$500,000 when the claim is one for death by wrongful act or omission and
- \$500,000 to any claimant in any other case.
- \$1,500,000 for any number of claims arising out of a single occurrence.
- No less than \$2,000,000 Aggregate coverage.

Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability.

St. Louis County shall be named as an Additional Insured on a primary and noncontributory basis.

Business Automobile Liability Insurance

- \$500,000 for claims for wrongful death and each claimant.
- \$1,500,000 each occurrence.
- No less than \$2,000,000 aggregate.
- Must cover owned, non-owned and hired vehicles.

Professional Liability Insurance for Licensed Professionals

Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$2,000,000 annual aggregate. This provision applies only in situations where Provider's staff or volunteers are performing licensed professional services under this Agreement.

Response Submission:

Please submit your documents electronically by **Monday, November 2, 2020 at 4:30 pm** to:

Abby Schaefer
St. Louis County Public Health & Human Services
Contract Services Representative
schaefera@stlouiscountymn.gov

Cc: Nichole Rahman
St. Louis County Public Health & Human Services
PROD Coordinator
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