**REQUEST FOR PROPOSALS**

Christian County Board of Education

200 Glass Avenue

Hopkinsville, KY 42241

**BUS DRIVER/ATHLETE DRUG TESTING**

The Christian County Board of Education (District) will receive sealed bids for Bus Driver/Athlete Drug Testing. Bids must be mailed or delivered to Jessica Darnell, Director of Business, Christian County Board of Education, PO Box 609, 200 Glass Avenue, Hopkinsville, KY 42241, in an envelope marked “**DRUG TESTING**” by 10:45 a.m. March 11, 2020 at which time the bids will be publicly opened. After review of the submitted proposals, a recommendation will be made to the Board at their next regular meeting. The District reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in the best interest of the District. The District reserves the right to award the agreement to other than the low bidder if it is in the best interest of the District.

The period of contract will be from July 1, 2020 until June 30, 2021 (1 year) with the option to extend to total of two years.

Scope of Services

1. Drug and Alcohol Free Workplace Program

The Board is a Drug and Alcohol Free workplace and the successful proposer will assist the Board in our efforts to maintain a drug and alcohol free environment. All testing shall follow the prescribed standards, procedures and protocols set forth by the U.S. Department of Health and Human Services’ Substance Abuse and Mental Health Administration (SAMHSA).

1. Required specific services must include, but not limited to:
   1. Onsite urine specimen collections by trained and experienced collectors
   2. All specimens are to be shipped overnight to a SAMHSA approved forensic laboratory. Each specimen will be submitted to a standard five (5) panel drug screen (for staff, students, and randomly chosen bus drivers) plus expanded Opiate, adulterant, and Ecstasy testing
   3. Any positive laboratory screen will be automatically confirmed with a GC/MS confirmation test.
   4. Management of a computer generated random testing program for student testing
   5. Certified Medical Review Officer (MRO) review of all positive laboratory tests before final reviewed results to designated school contact.
   6. Any Supervisor and Educational Training as requested and required by client
   7. Management of a blind specimen program as a further ongoing quality check of laboratory testing performance and accuracy
   8. Development of any summary reports, progress reports, or other reports requested by client.
   9. On-going consultation with Board of Education and designated school administrators on ways to make the testing more effective.
2. Vendor Qualifications required, but not limited to:
   1. All personnel will be fully trained an familiar with federal workplace testing standards and DATIA training requirements
   2. All specimens collected will be tested by a laboratory SAMHSA certified by Federal Department for Health and Human Services
   3. Any positive laboratory results will be confirmed by GC/MS and fully reviewed by an experience and certified Medical Review Officer before being reported to the designated school contact person
   4. Results can be reported verbally or electronically by email from the MRO. Negative results will turnaround within 24 hours from the time of specimen collection. Positive results can take up to 48 hours to complete GC/MS lab confirmation procedures. In all cases, results will be expected to be fully reviewed by the MRO and reported back to the school system within 72 hours.
3. Procedures for Testing
   1. Student Athlete/Driver/Employee Drug Screen Including:
      1. Collection by Trained Professional Collectors
      2. Lab testing at a SAMHSA Certified Laboratory
      3. Review by a certified MRO
      4. Computer generated random selection
      5. Air shipment of specimens to lab
      6. GC/MS confirmation of all positives
   2. CDL Drive/DOT Mandated Drug Screen Including:
      1. Newly hired drivers receive 5 panel test
      2. Collection by Trained Professional Collectors
      3. Lab testing at a SAMHSA Certified Laboratory
      4. Review by a certified MRO
      5. Computer generated random selection
      6. Air shipment of specimens to lab
      7. GC/MS confirmation of all positives
      8. Statistical summaries required by DOT

**DRUG TESTING FORM**

NAME OF COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PLEASE PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT DRUG SCREEN**

$ \_\_\_\_\_\_\_\_\_ bid price per student

**BUS DRIVER DRUG SCREEN (5 panel)**

$ \_\_\_\_\_\_\_\_\_ bid price per driver

**ALCOHOL TEST (on site)**

$ \_\_\_\_\_\_\_\_\_ bid price per driver