

UPDATED – FINAL

Treatment Vendors: Drug Testing Collection Services Solicitation for 2017

Information Meeting

7/7/2016 10:30 a.m.

Questions and Answers: (most recent at top)

Q: Is the EMQ (estimated monthly quantity) for the number of clients or number of samples collected?

A: The EMQ represents the estimated number of samples you may collect in one month.

Q: For the proposals, do all three copies need to have original signatures?

A: The proposals should have one original and 2 copies. If you choose to print 3 copies, and sign all three (as you would for an 'original copy'), that is acceptable as well.

Q: Do I need to print the whole proposal or just the sections I have to complete?

A: Only the sections you need to complete: A, B, and attachments regarding staff, Section K, (See Section L for more instructions).

Q: Which monitoring reports should be included in the proposal?

A: State, local, county, any government agency reports should be included.

Q: Our scope is Substance Abuse treatment. To do UAs do we need a separate business license?

A: No.

Q: Do we have to be accredited?

A: License that covers drug tx also covers UA. Vendors are required to post the Dept. Of Labor wage rates

Q: Are all UAs observed?

A: Yes

Q: What about transgender?

A: We will address it when we receive official word. For now, the UA collector is of the same gender as on the client's driver's license.

Q: What does your office provide by way of supplies?

A: USPO provides all necessary supplies for UA collection

Q: Do we need to have a lab on site?

A: USPO contracts with a lab in New Mexico for UA lab tests. Not required of the vendor to have the lab.

Collectors do not receive results and are not discussed -- avoids confrontation

Q: Do we need to send a proposal for each location?

A: There are 4 catchment areas in Salt Lake County, 1 in Orem/Provo, and 1 in Ogden. Each location needs to be a separate proposal.

Q: How many vendors will be awarded per catchment area?

A: The goal is 1, but we may have to allow no more than two.

Q: I have 3 offices in 3 counties other than Salt Lake, Ogden and Orem/Provo. Can we submit a proposal?

A: These areas are small enough to award a noncompetitive purchase order, which has possibly already been selected. New proposals most likely will not be considered unless we have no other vendors in that area. Larger areas where the expenditure is expected to exceed \$10,000 in one year, compete for Blanket Purchase Agreements.

Q: Is there a selection advantage for currently contracted vendors

A: No. Other than the advantage that comes from your becoming familiar with USPO/clients. For each new solicitation, all proposals will be judged without advantage for past awards with the USPO. All awards based on technical acceptability, lowest priced.

Q: Does USPO have a call-in system to advise clients when they are required to test?

A: Vendor is expected to have their own call-in system – where clients can find out their color codes, hours of operation and address. Clients call every day to find out if they are required to test (24 hours or less notice only).

Q: How does shipping happen?

A: We schedule UPS pickup at your location, and will make sure you have all needed shipping supplies.

Q: Are Breathalyzer tests required for this solicitation?

A: Yes, vendors are required to provide equipment and supplies (blow tubes), as well as verify that the breathalyzers are calibrated on a regular (yearly) basis.

Q: How will we know if someone has to submit a BA?

A: Form 45 will show requirement for client to submit to BA

Form 1010 is collection only – to be sent to the lab for testing. (MOST COMMON)

Form 1011 is for dip test (only if it is on the client's form 45)

1504 is for the BA and will be on form 45 if vendor is required to do it.

Q: How late do we need to stay open on a weekday?

A: 7:00 PM