

REQUEST FOR PROPOSALS

Substance Abuse Screening/Testing Services

Date issued:
April 14, 2022

Proposals Due:
3:00 PM, May 19, 2022

**Substance Abuse
Screening / Testing
Services RFP**

**Licking County
Commissioners Office
c/o Bev Adzic, 20 S. 2nd
Street 4th Floor,
Newark, Ohio 43055**

**NOTE: Four (4) hard
copies must be
received by the
submission date at the
address listed above in
order to be
considered. Faxed or
emailed proposals will
not be accepted.**

Bidders' Conference

11:30 AM on

May 3, 2022

Ohio Means Jobs |

Licking County

998 East Main Street

Newark, Ohio 43055

PURPOSE AND BACKGROUND

Licking County Job & Family Services (LCJFS) is responsible for a variety of social service programs, including, but not limited to, child protective services. LCJFS, like many agencies in the state and across the country, has observed a steady increase in the number of children entering substitute care over the past few years. This is due to several factors, including the increasing number of child abuse or neglect cases that involve alcohol or drug abuse. LCJFS's Children Services staff routinely have the need for substance abuse screening/testing services while working with families. LCJFS is currently accepting proposals for substance abuse screening/testing services.

SCOPE OF WORK

The selected Provider(s) will be required to provide substance abuse screening/testing devices. LCJFS is interested in testing devices that can be administered by a caseworker. Methods of substance abuse testing such as oral swabs, may be considered contingent upon costs, timeliness of results, reliability, and legal admissibility.

For standard/routine testing, the provider shall collect specimens and provide at least eleven (11) panel Testing Profile. Substances should include amphetamines, methamphetamines, THC, cocaine, opiates, benzodiazepines, methadone, oxycodone, buprenorphine, tramadol, and fentanyl.

Specialized screenings may be requested by LCJFS for Suboxone, synthetic marijuana, alcohol, and therapeutic levels of prescription medications on a *pro re nata* basis, if not included in the standard/routine 11 panel.

The selected provider(s) shall ensure that all specimen collections are conducted following a chain-of-custody process to ensure the integrity of the specimen to be tested.

The Provider, at the request and only at the request of LCJFS, shall have the ability to reconfirm the results through an independent SAMHSA certified laboratory. All test results will be forwarded to LCJFS in a confidential manner. Test results shall be provided to LCJFS in writing with positive results reported quantitatively. Provider(s) and provider's staff must be appropriately trained and licensed, as required by law, to provide such testing and be able to testify in court as needed.

PROPOSALS

Proposals must be submitted using the attached response form. Additional pages may be attached to the form as needed.

REQUEST FOR PROPOSALS LIMITATIONS

This request for proposals does not commit Licking County Job and Family Services to award a contract or to pay any costs incurred in the preparation of a proposal. Licking County Job and Family Services reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, to award contracts to one or multiple providers, or to cancel in part or in entirety this request for proposals.

All proposals submitted will remain the property of Licking County. Contracts awarded shall not be effective beyond June 30, 2023. However, Licking County Job and Family Services reserves the right to renew contracts annually for up to a maximum of two additional years through June 30, 2025, based on performance and availability of funds.

Issuance of this request for proposals and the subsequent selection of proposals does not imply nor guarantee the availability of funds.

If a contract is awarded, the request for proposal & the Substance Abuse Screening/Testing Services RFP response form shall become part of the contractual agreement.

SUBMISSION INFORMATION

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals are due no later than 3:00 PM on May 19, 2022

Bidders must submit four (4) copies of the Substance Abuse Screening/Testing Services RFP response form in a sealed envelope entitled:

Substance Abuse Screening/Testing Services RFP

Licking County Commissioners' Office
c/o Bev Adzic
20 South 2nd Street, 4th Floor
Newark, Ohio 43055

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered. Faxed or emailed proposals will not be accepted. Proposals must be **received** by the Commissioners' Office by the date/time listed above.

CONTACT INFORMATION

Questions concerning this RFP may be directed to:

Kari Matheny, Program Specialist
Licking County Job & Family Services
Kari.Matheny@jfs.ohio.gov
740.670.8726

Substance Abuse Screening/Testing Services RFP Response Form

Please complete this form as a response to the request for proposals for Substance Abuse Screening/Testing Services. This form is required to respond to the request for proposal. Respondents may attach additional pages to the form, as necessary.

4 copies of this form must be received in hardcopy no later than 3:00 PM on May 19, 2022, Licking County Commissioners Office c/o Bev Adzic, 20 S. 2nd St, 4th floor, Newark, OH 43055

NAME of business or company submitting this response.

NAME and **CONTACT INFORMATION** for questions regarding this response.

MAILING ADDRESS of business or company (include city and zip code).

E-MAIL ADDRESS

Is your company able to provide all services as outlined in the request for proposals, including the 11-panel drug screen, specialized screenings, and laboratory confirmation of testing? Yes _____ No _____

If no, please explain: _____

Please provide the list of drugs/substances included in your company's 11-panel screen:

Please describe your company's per test unit rates for substance abuse alternative (non-urinalysis) method:

Identify screening method (e.g., oral swab): _____

Indicate substances detected through this method: _____

Are results quantifiable? Yes _____ No _____

11-panel drug screen \$ _____

11-panel drug screen with express results (amount of time until results available _____) \$ _____

Specialized screenings (Suboxone, synthetic marijuana, alcohol, prescription drugs) \$ _____

Third party laboratory confirmation of testing \$ _____

Rate to testify in court (when necessary) \$ _____

Company _____

ATTACHMENT 2
Proposal Rating & Evaluation Rubric

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 3	Provider offers at least a 11-panel screen that includes common substances		
Max = 3	Provider can provide results in a reasonable amount of time		
Max = 3	Provider can provide specialized services when requested		
Max = 3	Provider can provide laboratory confirmations when requested		
Max = 3	Provider can testify in court as necessary		
Max = 3	Proposal meets all requirements established in RFP		
Max = 3	Proposed unit rates are reasonable		
Max = 21	Total Score out of 27		