



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Drug Screening Services
RFP# 10553

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to a vendor that can satisfy the program need for random and routine drug testing services. It is the intent of the adult drug court to contract with a vendor that provides quality drug testing services

1. Scope of Work

DRUG TESTING SUPPLIES

- Services are for program clients who require testing.
- The types of drug screens include urine, blood and alcohol tests.
- The drugs to be tested include drugs of abuse (illegal drugs) and designer drugs (i.e. synthetic marijuana).
- Vendor must purchase urine toxicology screening supplies approved by the program for administering by the vendor or lab staff.

RANDOM SCREENINGS

- Random screens are designed to ensure compliance with program rules and expectations.
- All sample collection for drug screens are to be observed. If observed the vendor shall also ensure the observer's gender must be the same as the donor's gender identity.
- The vendor will be expected to provide reports that state the minimum level necessary to detect the presence of each substance, the level of substance detected and the chain of custody documentation.
- Tests for creatinine levels shall be conducted on all urine samples.
 - *Note: It is expected that the vendor be easily accessible by public transportation within Prince George's County and offer evening and weekend hours.*

ROUTINE DRUG SCREENS

- Routine drug screens ensure ongoing compliance with program rules and provide documentation of abstinence.
- All sample collection for drug screens are to be observed. If observed the vendor shall also ensure the observer's gender must be the same as the donor's gender identity.
- The vendor will be expected to provide reports that state the minimum level necessary to detect the presence of each substance, the level of substance detected and the chain of custody documentation.
- Tests for creatinine levels shall be conducted on all urine samples.
- *Note: It is expected that the vendor be easily accessible by public transportation within Prince George's County and offer evening and weekend hours.*

SUBSTANCES

The drug test list to be used under this RFP for both routine and random testing includes but is not limited to drugs of abuse (illegal drugs) and designer drugs (i.e. synthetic marijuana).

Prince George's County Adult Drug Court requests at a minimum, a six (6) panel screen for each sample. The minimum of substances tested should include:

- Cocaine
- Alcohol
- Opiates
- PCP
- THC/marijuana
- Creatinine

Adult Drug Court requests that on an as requested basis other drugs indicative of client's history or by the request of the program be screened under this contract (e.g. synthetic marijuana, methadone, and fentanyl).

Creatinine screens shall be conducted on all samples.

Assurance must be given for accurate results. All positive screens should be followed up with confirmation testing.

Confirmation testing is for those initial drug screens with a positive result, and all screens for synthetic marijuana. The unit rate will include all costs associated with confirming the status of the initial drug screen and will include

2. Contractor Minimum Requirements

RESULTS NOTIFICATION

- Vendor shall send results in a secure electronic transmittal.
- Designee(s) of Adult Drug Court shall receive notice of screening results within 24 hours of the test. Confirmation of positive results will be provided within 72 hours of the lab receipt of the sample specimen.

REPORTS

- Monthly reports shall document the number of individuals screened, the number of screens administered, substances detected and results of confirmatory tests when applicable.
- Sign in sheets for program participants shall be maintained by vendor and furnished upon request to the program.

3. Contract Type

The resulting contract shall be for Fixed Price.

4. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **Tuesday, August 20, 2019**, and extend for a base period of (1) one year. The Judiciary shall have the sole right to exercise up to (2) two one-year renewal options at its discretion.

5. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1421

Email: robin.smith@mdcourts.gov

6. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

7. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on August 26, 2019** in order to be considered.

8. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Cost per test *Cocaine *Alcohol *Opiates *PCP *THC/marijuana *Creatinine		
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Submitted by _____		
Authorized Signature	Date	
Print Name and Title _____		
Company Name _____		
Company Address _____		
Telephone _____		
Federal Tax Identification # _____		