

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-006 – Drug and Alcohol Testing Services

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award the Request for Proposal (RFP) FY21-006 – Drug and Alcohol Testing Services for three (3) years from April 1, 2020 through March 31, 2023, with an option for two (2) additional one (1) year renewal periods. This RFP will provide substance and alcohol testing services, including specimen collection for employees who perform work in safety-sensitive positions or who are required to hold Commercial Drivers Licenses (CDLs).

The spending authority being requested is \$217,000.

Goods/Services Description

Responsible: Risk Management

This RFP will facilitate compliance with the Drug-Free Workplace Act of 1988, Broward School Board Policy 2400, and the Omnibus Transportation Employee Testing Act (OTETA). OTETA's main goal is to ensure a drug and alcohol-free transportation industry. Testing of District Employees entails CDL holders as well as employees suspected of drug and alcohol use under guidelines for reasonable suspicion testing.

CDL holders applying for employment with the District are required to complete a pre-employment drug and alcohol test prior to being hired. Once employed, these employees are subject to random, reasonable suspicions, post-accident, return-to-duty, as well as follow up testing. All District employees may be subjected to reasonable suspicion, return-to-duty, and follow-up testing as applicable.

Drug Testing is conducted via urine specimen collection and analyzed by a certified laboratory which uses a scientifically reliable Health & Human Services (HHS) method performed in accordance with HHS approved procedures. The Department of Transportation (DOT) testing is conducted for CDL holders to determine the presence of Marijuana, Opiates, Cocaine, Phencyclidine (PCP), Amphetamines, and MDA-Analogues. Non-DOT testing is conducted to determine the presence of Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, MDA-Analogues, Methadone, Methaqualone, Opiates, PCP, and Propoxyphene.

Per Federal Regulations, the District is required to test no less than fifty (50) percent of SBBC's CDL pool for drugs and no less than ten (10) percent for alcohol. All breath alcohol tests provide immediate results, while drug test results have a turnaround time of thirty-six (36) to forty-eight (48) hours. Questionable results are reviewed and analyzed by a Medical Review Officer.

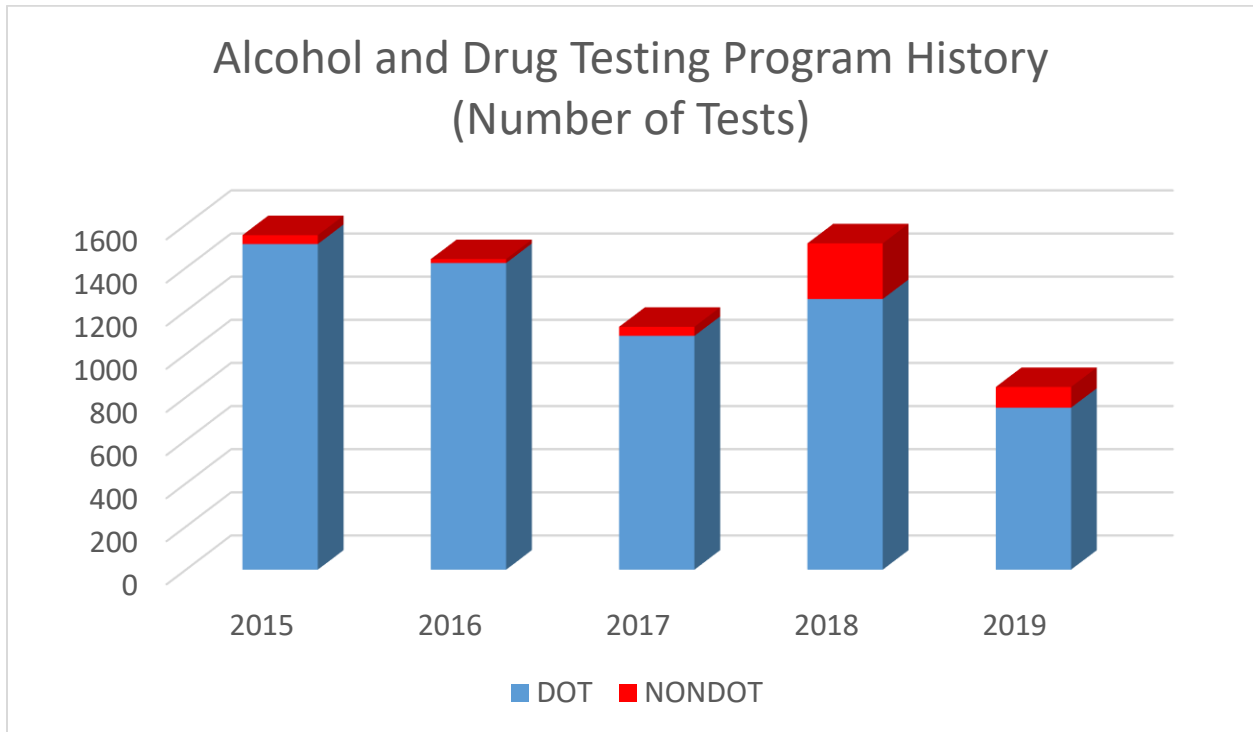
Currently, the District has a total of one thousand five hundred fifty-three (1,553) CDL holders. The DOT has a total of one thousand eighty-three (1,083) Bus holders, Vehicle Maintenance has one hundred thirty-three (133) CDL holders, the Warehouse has fifty-one (51) CDL holders, Physical Plant Operations Stockroom has twelve (12) CDL holders, District Custodial has fifty-four (54) CDL holders, and Sheridan Technical has two hundred twenty (220) student CDL holders. Additionally, School Guardians are added to the District's random testing pool, per Florida Statute 112.0455, which requires Guardians' pass and initial drug test and subsequent random drug test.

The Districts Employee Health Testing Specialist will develop random Drug and Alcohol Testing schedules in conjunction with Phamatech, Inc. Guardians' the Districts newly appointed vendor. Random testing will be conducted two (2) to three (3) times per month, within every month of each calendar year. Testing pools range from ten (10) to fifteen (15) employees. Reasonable suspicion testing can be requested by an

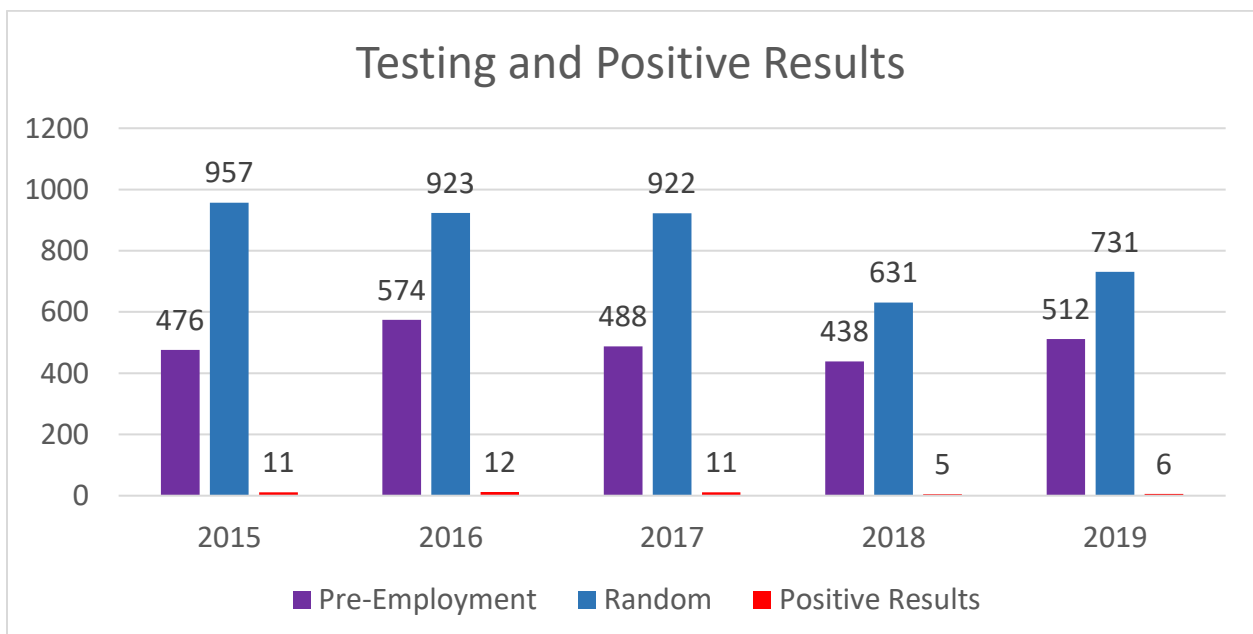
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Administrator anytime day or night. Phamatech drug and alcohol testing collectors are available for specimen collection twenty-four (24) hours per day.

The chart below provides a historical view of the District’s drug and alcohol testing program, referencing DOT and Non-DOT tests over a five (5) year period.



This second chart provides details in reference to the number of tests broken down by category (Pre-Employment and Random) with reference to positive results.



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Positive test results in reference to DOT testing are averaging less than one (1) percent. Non-DOT testing is also averaging less than one (1) percent given the number of District employees.

Procurement Method
Responsible: PWS

The procurement method chosen was through a competitive solicitation, which is required by Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7). This RFP was released under a previous solicitation 17-016V – Drug and Alcohol Testing Services on September 23, 2016.

The same services are being purchased under a current contract RFP 17-016 – Drug and Alcohol Testing Services, which expires on March 31, 2020.

This solicitation was released on August 30, 2019 through Demandstar, and proposals were opened on October 3, 2019, where one hundred and seven (107) vendors were notified, and sixteen (16) vendors downloaded the solicitation. Six (6) proposals were received from

- First Hospital Laboratories, Inc. d/b/a FSSolutions
- National Drug Screening, Inc.
- Phamatech, Inc.
- Solantic South Florida, LLC d/b/a CareSpot Urgent Care
- USA-MDT Company, LLC d/b/a USA Mobile Drug Testing
- WorkforceAQ, LLC

No proposals were rejected. The six (6) proposals were evaluated by:

- Aston Henry – Director, Risk Management
- Scott Jarvis – Assistant Director, Service Quality Office
- Julianne Gilmore – Employee Health Testing Specialist, Risk Management
- Marie English-Arterberry – Administrator, Employee Assistance Program

The Evaluation Committee evaluated the six (6) proposals on October 16, 2019, and recommended to award this contract to Phamatech, Inc., who was the highest-scoring proposer.

The Affirmative Procurement Initiative recommended by the Supplier Diversity Outreach Program for this RFP was the Evaluation Preference for SBE Prime Bidders.

Financial Impact
Responsible: PWS and RM

The estimated financial impact to the District is \$217,000. The funding source will come from Risk Management’s operating budget. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.

The total spending authority requested is \$217,000 as demonstrated in the breakdown below:

Historical Average Monthly Expenditures	\$ 6,025
Number of months	36
Estimated forecasted spend	\$ 216,900
Total spend authority (rounded)	\$217,000

Phamatech had the lowest pricing for its proposal.