



## REQUEST FOR QUOTES

### Alcohol and Drug Testing Services

The Mississippi Department of Child Protection Services (MDCPS) seeks to contract with a single vendor to conduct alcohol and drug testing services for new hires and current employees.

## SCOPE OF SERVICES

- Perform alcohol and drug testing services using federally-mandated equipment, personnel and methods to assure that the tests of MDCPS employees comply with applicable regulations; complete specimen collection services, including the provision of personnel trained as Breath Alcohol Technicians and Collection Site Persons, all as required by Federal law; provide all required collection site materials and equipment required by the U.S. Department of Health and Human Services (DHHS) and MDCPS; complete chain of custody procedures and transportation for all drug testing specimens to be tested at laboratories certified by the DHHS; complete Medical Review Officer services, including any required follow-up with employees after their test results are received; and provide notification of drug and alcohol testing results within 48 hours, including completing and mailing to MDCPS the Controlled Substances Testing Report and the Breath Alcohol Testing Report to be placed in the employee's file.
- Provide maintenance and selection of MDCPS random testing program using company's computer software and notifying MDCPS of which employees are to report for random testing; provide blind sampling to verify the accuracy of the laboratory analysis of MDCPS drug testing specimens, as required by DHHS and MDCPS; provide annual statistical summary reports of MDCPS drug testing program; and maintain a complete and confidential file on MDCPS testing program, including forms and other documents necessary to document MDCPS testing program and to maintain records of MDCPS compliance with all regulations.
- Conduct a 3% random sampling of current MDCPS employees at least twice a year throughout the state, provide drug and alcohol testing to all new hires (approximately 500 annually), and provide testing for workers compensation injuries/accidents where reasonable suspicion exists. The respondent shall understand that the actual number of screens may be more or less than 500 during the period of performance.
- Capable of providing alcohol and drug testing services to MDCPS and MDHS employees throughout the state. In remote locations where there may not be a clinic, the vendor will contract with local hospitals and/or clinics to provide this service to MDCPS as outlined in the contract.
- Provide a secure way of sending results.

- Provide prompt and courteous attention to the needs of MDCPS and its employees, including assistance with questions that arise.
- Provide consultation and assistance in responding to MDCPS audit inquiries.
- Comply with all laws, regulations, policies and procedures of the United States of America, the State of Mississippi, and the policies and procedures set forth by the Mississippi Department of Child Protection Services.
- Shall be an equal opportunity employer.

The quote should include the following:

- Statement of total price (to include all hourly rates, mileage fees, etc.)
- Terms of the agreement
- Description of services to be offered to the agency
- Name, address, and telephone number of the vendor
- Expiration date of the quote.

MDCPS anticipates the date of this contract to be approximately September 15, 2020 through September 14, 2021. Renewals may be exercised at the sole discretion of MDCPS.

Please submit a quote via email by close of business (5:00 p.m. CST) on Thursday, September 10, 2020 to:

Noah Gibson  
Procurement Director  
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