



First Judicial District of Pennsylvania
Procurement Unit
Philadelphia City Hall, Room 368
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 fax
<http://courts.phila.gov>

Marc Flood, Esquire
Deputy Court Administrator

February 28, 2014

Dear Prospective Vendor:

You are invited to submit a proposal for Drug and DNA Specimen Collection Services in accordance with the enclosed Request for Proposal (RFP).

All proposals must be submitted in *five (5) copies to: Drug and DNA Specimen Collection Services, First Judicial District of Pennsylvania ("FJD"), Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than **3:00 P.M., Friday, March 28, 2014**. Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing, to the FJD's Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, via Fax: (215) 683-7942 or email at stephanie.rigterink@courts.phila.gov. The deadline for vendors' questions is **3:00 P.M., Friday, March 14, 2014**. Answers to any questions raised will not be official until verified, in writing, by the issuing office.

We expect that evaluation of the proposals and selection of the Vendor will be completed as soon as possible; all Vendors will be notified.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marc Flood".

Marc Flood, Esquire
Deputy Court Administrator

Enclosure: Request for Proposal

First Judicial District of Pennsylvania

Request for Proposal

for

Drug and DNA Specimen Collection

February 28, 2014

TABLE OF CONTENTS

I.	General Information	Page 1
A.	Purpose	Page 1
B.	Issuing Office	Page 1
C.	Scope	Page 1
D.	Preparation of Proposals.....	Page 1
E.	Acceptance and Rejection of Proposals.....	Page 2
F.	Surety for Proposals.....	Page 2
G.	Penalty for Failure to Execute Contract.....	Page 3
H.	Disadvantaged Minority, Women and Disabled and Owned Business Enterprises (M/W/DSBE).....	Page 3
I.	Nondiscrimination	Page 3
J.	Qualifications to Do Business	Page 5
K.	Prohibition on Foreign Corporations	Page 5
L.	Rejection of Collusive Bids	Page 5
M.	Rejection of Proposals	Page 5
N.	Incurring Costs	Page 5
O.	RFP Amendments.....	Page 5
P.	Proposal Amendments and Rules for Withdrawal	Page 5
Q.	Negotiation of Contract	Page 6
R.	Anti-Bribery	Page 6
S.	Offer of Gratuities	Page 6
T.	Restrictions on Contact with FJD Personnel.....	Page 6
U.	Restrictions on the Use of Former Judiciary Personnel	Page 6
V.	Conflict of Interest.....	Page 7
W.	News Releases	Page 7
X.	Public Disclosure.....	Page 7
Y.	Additional Conditions Governing the Procurement Process.....	Page 8
	1. Rights Reserved	Page 8
Z.	Insurance	Page 8
	1. Workers Compensation and Employers Liability.....	Page 9
	2. General Liability Insurance	Page 9
	3. Automobile Liability	Page 9
	4. Professional Liability Insurance.....	Page 9
II.	Information Required from Vendors	Page 10
A.	Statement of the Problem.....	Page 10
B.	Work Plan	Page 10
C.	Personnel	Page 10
D.	Cost and Price	Page 10
III.	Criteria For Selection	Page 11
A.	Committee Evaluation	Page 11
B.	Criteria	Page 11
	1. Understanding the Problem and Needs	Page 11
	2. Vendor Qualifications	Page 11
	3. Personnel Qualifications	Page 11
	4. Cost	Page 11
Attachment 1	Specifications for Specimen Collection	Page 12
	Part 1: Specimen Collection.....	Page 12
Attachment 2	Pricing Form	Page 15

I. General Information for Vendors

A. Purpose

This request for proposal (RFP) provides interested Vendors with sufficient information to enable them to prepare and submit a proposal for consideration by the First Judicial District of the Commonwealth of Pennsylvania (FJD) to satisfy a need for the staffing of a specimen collection site at an FJD facility for urine, oral samples, and DNA oral samples taken. The samples taken will be subject to independent testing not included in this RFP. The Vendor selected as a result of this RFP and the selected Vendor for the provision of independent drug testing services will operate in complimentary positions in coordination with the FJD; it is of the utmost importance that each Vendor clearly understands their respective role in the process.

B. Issuing Office

The FJD is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The FJD is the only office authorized to change, modify, amend, alter or clarify the specifications, terms and conditions of this RFP. The FJD reserves the right to cancel this RFP at any time. All communications regarding this procurement must be in writing and addressed (via U.S. Mail, fax, or email) to:

First Judicial District of the Commonwealth of Pennsylvania
Procurement Office
Philadelphia City Hall, Room 368
Philadelphia, PA 19107
Attention: Stephanie B. Rigterink, Esquire
Labor, Procurement and Litigation Attorney
Fax Number: (215) 683-7942
Stephanie.rigterink@courts.phila.gov

C. Scope

This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the services to be provided, requirements that must be met to be eligible for consideration, general evaluation criteria, and other requirements to be met by each proposal. **The Vendor shall provide all personnel and equipment necessary to provide these services.**

D. Preparation of Proposals

- i. Proposals must be written in ink or typewritten, shall be signed and placed in a sealed envelope or carton. The proposal must be signed by the owner if a sole proprietor or by a general partner if the Vendor is a partnership. If the Vendor is a corporation, the proposal must be signed by the president or vice-president and attested to by the secretary, treasurer or assistant secretary or treasurer and must bear the corporate seal. A corporate Vendor, in the alternative, may execute a proposal other than by the formality set forth above, by signing such proposal by

an officer, employee or agent having express authority by reason of a power of attorney identifying such officer or agent by name and title, which power of attorney shall bear the corporate seal and be attached to the proposal. A Vendor must indicate whether it is authorized to do business in Pennsylvania and document, if applicable, the place of incorporation.

- ii. Alterations or changes to any part of this proposal will be sufficient reason for rejection.
- iii. No proposal will be considered if not actually received at the designated office at the time specified in the proposal. Timely delivery shall be judged by the date of actual receipt.
- iv. To be considered, Vendor must submit a complete response. A proposal which is incomplete, obscure, conditional, unbalanced, containing additions not called for or irregularities of any kind including alterations or erasures, may be rejected as informal and void the response entirely.
- v. No proposal shall be withdrawn for 60 days from the date of the deadline specified for submission of proposals, except as otherwise provided herein. Vendors may be given permission to withdraw a proposal before opening upon receipt of written notification or by personal request of the Vendor, of which request must be submitted no later than forty-eight (48) hours before the time fixed for the opening and consideration of proposals.
- vi. No change in prices, terms and conditions will be considered after the deadline for submission of proposals.

E. Acceptance and Rejection of Proposals

- i. The FJD reserves the right to reject any and all proposals, to waive technical defects, and to accept or reject any part of any proposal if, in its judgment, the best interests of the FJD are not thereby served.
- ii. No award will be made to any Vendor who is in default of any bid, purchase order, or contract with the FJD or its components, prior to the date of the RFP under consideration.
- iii. All responses accepted by the FJD shall become binding contracts upon approval of contract as to form by the Legal Department of the FJD.

F. Surety for Proposals

If required by the RFP, no proposal will be considered unless accompanied by a bond in favor of and payable to the FJD in a sum and form (such as bank cashier's, treasurer's or depositor's certified check) determined to be appropriate by the FJD. If a surety requirement is imposed, the security of the three (3) most qualified Vendors will be retained until the execution of the contract.

G. Penalty for Failure to Execute Contract

Any Vendor not lawfully released from his or her proposal, who refuses to execute a contract or who refuses to furnish any required bonds and insurance, shall be liable to the FJD in the amount of the check deposited as security for his or her proposal as liquidated damages; or where the damages are readily ascertainable, such Vendor shall be liable for the actual loss or damage sustained because of the failure of the Vendor to enter into such contract.

H. Disadvantaged Minority, Women and Disabled and Owned Business Enterprises (M/W/DSBE)

Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE) as defined by the City of Philadelphia's Office of Economic Opportunity (<http://phila.gov>), are encouraged to participate as prime proposers. Prime proposers who are now M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as sub vendors. Vendors are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.

I. Nondiscrimination

During the term of this procurement, Vendors agree to the following:

1. Vendor shall not discriminate nor permit discrimination against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of this procurement. Vendor shall comply with all federal and state laws prohibiting discrimination.
2. Pursuant to federal regulations promulgated under the authority of *The Americans with Disabilities Act, 28 C.F.R. ' 35.101 et seq.*, Vendor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this procurement or from activities provided for under this procurement. As a condition of accepting and executing any subsequent contract, Vendor agrees to comply with the *AGeneral Prohibitions Against Discrimination.e 28 C.F.R. ' 35.130*, and all other regulations promulgated under *Title II of the Americans With Disabilities Act* which are applicable to the benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania, the City of Philadelphia, and/or the FJD, through contracts with outside contractors.
3. Vendor shall take steps to insure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of this procurement. Such nondiscrimination shall include, but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

4. Vendor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference or disability.
5. Vendor shall include the provisions of this nondiscrimination clause in every subcontract pertaining to the performance of this procurement, so that such provisions will be binding upon each subcontractor. In the event of a violation of subcontractors, Vendor shall promptly notify Marc A. Flood, Esquire, First Deputy Court Administrator, First Judicial District of Pennsylvania, Room 368 City Hall, Philadelphia, Pennsylvania 19107, in writing.
6. In the event of Vendor's noncompliance with the nondiscrimination clause of this procurement or with any such laws governing nondiscrimination, Vendor shall take all steps necessary to come in compliance with this nondiscrimination clause. Further, in the event of Vendor's noncompliance with the nondiscrimination clause of this procurement or with any such laws governing nondiscrimination, this procurement may be terminated or suspended, in whole or in part, whereupon all obligations on this procurement shall cease, save only the obligation to pay to Vendor the sums due for goods and services already provided prior to the date of termination. In the event of continued refusal by Vendor to comply with this nondiscrimination clause, Vendor may be declared temporarily ineligible for further FJD contracts, and other sanctions may be imposed and remedies invoked.
7. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Vendor has delegated some of its employment practices.
8. Vendor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency for purposes of investigation to ascertain compliance with the provisions of this nondiscrimination clause.
9. Vendor's obligations under this clause are limited to the Vendor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually manufactured, produced, assembled, or delivered.
10. Vendor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania, the City of Philadelphia, and/or the FJD, from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania, City of Philadelphia, and/or the FJD, as a result of the Vendor's failure to comply with this nondiscrimination provision.

J. Qualifications to Do Business

The Vendor shall, within 5 days after receiving a letter of intent to award a Contract, provide an opinion letter from its legal counsel that the Vendor is qualified to do business in Pennsylvania and is not prohibited by articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under this Contract. This opinion letter will acknowledge that the FJD is relying on said opinion in awarding and executing the Contract.

K. Prohibition on Foreign Corporations

No contract will be awarded to a Vendor who is a foreign nation corporation or is operating under a fictitious or assumed name, unless the Vendor has compiled or has agreed to comply with the regulations governing proper registration under the laws of the State of Pennsylvania and the FJD.

If the Vendor is incorporated in some state other than the State of Pennsylvania, the Vendor shall provide documentation to establish that the corporation is registered to conduct business in Pennsylvania.

L. Rejection of Collusive Bids

Proposals received from any Vendors who engage in collusive bidding shall be summarily rejected. The terms and conditions of the Bid Anti-Rigging Act, the Act of 1983, October 28, P.L. 176, No 45; 73 P.S. 1611 et. seq. apply.

M. Rejection of Proposals

The FJD reserves the right to withdraw or cancel this RFP at its discretion at any time prior to execution of a contract to reject any or all proposals or to waive any minor or technical deviations as it may deem fit and proper. The successful Vendor's proposal will become part of the formal contract. All proposals will become the property of the FJD.

N. Incurring Costs

The FJD is not liable for any cost incurred by Vendor in the preparation and presentation of proposals. Total FJD liability is limited to the terms and conditions of the contract.

O. RFP Amendments

The FJD reserves the right to amend the RFP prior to the date for proposal submission.

P. Proposal Amendments and Rules for Withdrawal

Unless requested by the FJD, no amendments, revisions or alterations to proposals will be accepted after the proposal due date.

After proposal due date, a submitted proposal may be withdrawn upon written request of the Vendor. In such instances, the bid bond, if required, may be forfeited upon the granting of such request.

Any submitted proposal shall remain valid for sixty (60) days after the proposal due date or until a contract is formally executed, whichever comes first.

Q. Negotiation of Contract

The resulting agreement of this RFP will be a one-year, fixed-rate contract with an option to renew for one additional year. Negotiations may be undertaken with Vendors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. Negotiations may be undertaken with the Vendor(s) whose proposal(s) satisfactorily identifies the requisite criteria for this project as stated in this RFP. All contracts shall be subject to standard governmental clauses as prescribed by the FJD.

The FJD reserves the right to assign the contract to any person, office or entity as it deems appropriate or as ordered by the Supreme Court of Pennsylvania.

R. Anti-Bribery

The Vendors' response to this RFP certifies that the Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the FJD.

S. Offer of Gratuities

By submission of a proposal, the Vendor certifies that no gratuities of any type were either offered to or received by an elected or appointed official or employee of the FJD or its political subdivisions in connection with this procurement from the Vendor, the Vendor's agents or employees or subcontractors. Any contract arising from this RFP may be terminated by the FJD.

T. Restrictions on Contact with FJD Personnel

From the date of release of this RFP until such time as a contract is awarded, all contact with personnel employed by or contracted to the FJD is prohibited except as required by this RFP. Violation of these conditions is cause for the FJD to reject a Vendor's proposal or rescind any contract awarded pursuant to this RFP.

U. Restrictions on the Use of Former Judiciary Personnel

By submission of a proposal, the Vendor certifies that no person formerly employed by the Pennsylvania Judicial Branch on a full time basis within twelve (12) months immediately preceding the date of the release of this RFP had any involvement whatsoever in the preparation of the Vendor's proposal. For purposes of this subsection, a "full time basis" means providing

services for a minimum of thirty-five (35) hours per week for a period of twelve (12) consecutive months, at least one (1) month of which fell within the twelve (12) months immediately prior to the date of the release of this RFP.

Furthermore, the Vendor certifies by the submission of the proposal that if the Vendor is awarded the Contract, after Contract execution, if any person described above should come into the employ of the Vendor, such person shall not be assigned to this project at any time during the contract period without prior written consent of the FJD.

Any violations of these certifications may, in the discretion of the FJD, be grounds to reject the proposal or terminate the contract.

V. Conflict of Interest

No member of the FJD or any elected or appointed official serving as a member of any committee formed to review or select a Vendor shall have more than a nominal financial interest in any Vendor or Vendors submitting proposals in response to this RFP.

All persons serving in the capacity of selection or review and evaluation staff shall sign a disclosure statement indicating any financial relationships, contractual or other professional agreements with Vendors who submit a proposal in response to this RFP.

W. News Releases

News releases pertaining to this project will not be made without prior approval of the FJD and then only in coordination with the FJD.

X. Public Disclosure

As a general rule, the Court does not disclose any personally or professionally identifiable information collected or obtained through normal Court business practices and/or procedures except where permission has been obtained or where the information is classified as public information under the State of Pennsylvania's Right to Know Act (65 P.S. § 67.101 *et seq.*), Pennsylvania's General Assembly's Act 3 of 2008, or any other applicable laws. Any/all participating Parties should be aware that information collected or obtained by the Court through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

Y. Additional Conditions Governing the Procurement Process

Vendors must be aware of the following additional conditions governing this procurement:

1. Rights Reserved

Upon determination that its best interests would be served, the FJD shall have the right to:

- ◆ Cancel the procurement at any time prior to the Contract award.
- ◆ Amend this solicitation at any time prior to bid closing time and date.
- ◆ Refuse to consider proposals which do not conform to solicitation requirements. One copy of any proposal which is returned as nonconforming will be retained by the FJD for documentation purposes.
- ◆ Require Vendors, at their expense, to submit written clarification of proposals in any manner or format that the FJD may require.
- ◆ Require that all proposals submitted in response to this solicitation, upon receipt by the FJD, become the property of the FJD.
- ◆ Invite Vendors, but not necessarily all, to make an oral presentation. The FJD further reserves the right to limit the number of Vendors invited to make such a presentation or demonstration.
- ◆ Allow no additions or changes to the original proposal after the due date specified herein, except as may affect all Vendors.
- ◆ Award in part or reject any and all proposals in whole or in part.
- ◆ Reject the proposal of any Vendor in default of any prior contract or for misrepresentation of experience presented.
- ◆ Request information in response to a "Best and Final" proposal from one or more Vendors.
- ◆ Allow a Vendor to remedy, in writing, any deficiency which is not material.

Z. Insurance

Unless otherwise approved by the FJD, in writing, Contractor shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the Services, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and acceptable to the FJD. All insurance herein, except the Professional Liability insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. In no event shall work be performed until the required evidence of insurance has been furnished. The insurance shall provide for at least thirty (30) days prior written notice to be given to the FJD in the event coverage is materially changed, canceled, or non-renewed. The FJD, its officers, employees, and agents, shall be named as additional insureds on the General Liability Insurance policy. Also, an endorsement is required stating that the coverage afforded the Court and the City and their officers, employees and agents as additional insureds will be primary to any coverage available to them.

1. **Workers Compensation and Employers Liability**
 - i. Workers Compensation: Statutory Limits
 - ii. Employers Liability: \$500,000 Each Accident - Bodily Injury by Accident; \$500,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit - Bodily Injury by Disease.
 - iii. Other States coverage and Pennsylvania Endorsement.

2. **General Liability Insurance**
 - i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate and \$1,000,000 aggregate for products and completed operations.
 - ii. Coverage: Premises operations; blanket contractual liability, personal injury liability (employee exclusion deleted); products and completed operations; independent contractors, employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations).

3. **Automobile Liability**
 - i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
 - ii. Coverage: Owned, non-owned, and hired vehicles.

4. **Professional Liability Insurance**
 - i. Limit of Liability: \$500,000 with a deductible not to exceed \$10,000.
 - ii. Coverage: Errors and omissions including liability assumed under contract.
 - iii. Coverage for occurrences happening during the performance of the services required under this Agreement shall be maintained in full force and effect under the policy or "tail" coverage for a period of at least two (2) years after completion of the services.

Evidence of Insurance Coverage

The FJD reserves the right to require Vendor to furnish certified copies of the original policies of all insurance required at any time upon ten (10) days prior written notice to Vendor. The insurance requirements set forth are not intended and shall not be construed to modify, limit or reduce the indemnifications made in the Agreement by Vendor to the FJD or to limit Vendor's liability under the Agreement to the limits of the policies of insurance required to be maintained by Vendor hereunder.

II. Information Required from Vendors

Vendor proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this RFP. *Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.*

A. Statement of the Problem

State in succinct terms your understanding of the problem presented or the service required by this RFP.

B. Work Plan

Describe in narrative form your technical plan for accomplishing the work required by this RFP. Also include your plan for the testing of specimens.

C. Personnel

Include the names and qualifications of executive, managerial and technical personnel who will be engaged in the work. Show where these personnel will be physically located during the time they will be engaged in the work. Include their experience in the services to be provided, how long they have been with your business, and the responsibilities that they will have for the project. List references and similar projects requiring like experience and expertise in which specific personnel have been involved..

D. Cost and Price

This information is required to support the reasonableness of your proposal.

III. Criteria for Selection

A. **Committee Evaluation**

All proposals received from Vendors will be reviewed and evaluated by a committee of qualified personnel selected by the FJD. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies the needs of the FJD.

B. **Criteria**

The following areas of consideration will be used in making the selection:

1. **Understanding the Problem and Needs**

This refers to the Vendor's understanding of the needs and/or problems that generated the RFP and of the objectives in asking for the services, as well as the nature and scope of the work involved.

2. **Vendor Qualifications**

This refers to the ability of the Vendor to meet the terms of the RFP, especially the quality, relevancy, and recency of projects completed by the Vendor. This also includes the Vendor's financial ability to undertake a project of this size. The vendor must also have a SAMSHA approved license, the ability to conduct GC/MS on their premises, and perform EMIT and GC/MS on oral drug devices.

3. **Personnel Qualifications**

This refers to the competence of professional and technical personnel who would be assigned to the job by the Vendor. Qualifications of professional personnel will be measured by experience, with particular reference to experience on similar contracts to those described in the RFP.

4. **Cost**

This factor will be weighted heavily but will not necessarily be the deciding factor in the selection process.

Part 1: Specimen Collection

Vendor will identify sufficient staff to include males and females with appropriate supervision for the specimen collection sites to be operated in spaces provided by the FJD. Vendor will take full responsibility for all aspects of operation of this component and operate it in such a manner as to ensure the confidentiality and integrity of information obtained and transmitted during its normal operation. *The samples taken will be subject to independent testing not included in this RFP. The Vendor selected as a result of this RFP and the selected Vendor for the provision of independent drug testing services will operate in complimentary positions in coordination with the FJD; it is of the utmost importance that each Vendor clearly understands their respective role in the process.*

The Vendor is requested to identify the qualifications and/or certification requirements proposed for all technical and supervisory staff according to standards of the industry. Vendor will conduct criminal background and other background checks sufficient to ensure that the confidentiality and integrity of the work, as well as the staff, will be ensured. Prior to assigning staff to 1401 Arch Street, the Vendor will submit the staff person's name, date of birth, Social Security Number, and if available, the Driver's License numbers and state, to APPD for a criminal background check.

Bids shall be formulated based on the past experiences of the FJD, which averages 6,500 urine specimens and 400 DNA specimens collected per month. The urine specimen collection sites will operate a *minimum of 25 hours per week and a maximum of 42.5 hours per week each*, with the exception of the FJD's designated holiday or other necessary closings. The DNA specimen collection site hours of operation are 11:30 - 4:00 Monday through Thursday, with the exception of the FJD's designated holiday and other necessary closings. It will be the responsibility of the Vendor to maintain staffing adequate to the hours of operation.

The Vendor's staff will oversee the daily operations of the office testing areas to include quality control, ordering supplies, as well as the set-up, use, and security of the equipment. The Vendor will supply the following as needed: examination gloves, air fresheners, and cleaning supplies not provided by the building. Staff will be responsible for chain of custody requirements and must be able to enter and manage some data on computer programs. **The Vendor will notify APPD immediately of any issues or potential issues related to the efficient operation of the entire collection and testing process.**

The collection staff will collect samples for laboratory testing in accordance with the guidelines of the National Institute on Drug Abuse (NIDA), the American Probation and Parole Association, and of the equipment manufacturers. The staff will also perform a limited number of on-site tests, either urine or saliva, at the Collection Site, as needed. DNA collections staff will collect DNA samples and accompanying documentation in accordance with the guidelines set forth by the Pennsylvania State Police. If requested, Vendor will be available to testify at a court hearing regarding collection activities.

The Vendor may also be required to collect specimens off-site. The Vendor will be required to randomly select those individuals for off-site collections. The off-site location must be located in the Center City area of Philadelphia, Pennsylvania. The vendor must provide a 24 hour contact number to individuals tested immediately in the event of a firearm discharge or a severe accident.

The urine specimen collectors perform essential steps in conducting specimen collections for drug testing.

These steps include, but are not limited to the following:

1. Obtain Urinalysis Collection/Chain of Custody form from the individual(s) to be tested.
2. Properly identify subject (photo identification) according to submitted paperwork and photo identification equipment supplied by the Adult Probation/Parole Department and the Pretrial Services Division. Training will be provided by the Adult Probation/Parole Department and/or Pretrial Services' personnel.
3. Complete a Urinalysis Collection/Chain of Custody form by having subject sign and date as indicated.
4. Label urine container with proper identification.
5. Give subject urine container and observe subject filling container adequately as specified by laboratory.
6. Make sure the lid of the container is securely tightened to prevent leakage. Apply seal across top of container and down each side, making sure that specimen identification is not obscured. Collector signs and dates label, indicating completion.
7. Place specimen container and specified copy of Urinalysis Collection/Chain of Custody form in bag.
8. Seal bag.
9. Place bag in Chain of Custody Collection box to be supplied by the testing laboratory.
10. Keep one copy of Urinalysis Collection/Chain of Custody form.
11. Notify Probation Officer immediately if subject fails to provide urine specimen, or is uncooperative.
12. Collectors will also be required to collect Saliva Samples for drug detection as needed.
13. Collectors will perform a limited number of on-site tests.
14. Collectors will also complete Incidents Reports as needed.
15. Collectors will provide their time sheet to APPD Staff on a daily basis.
16. The vendor will provide separate time sheets for supervisors and technicians.

The DNA collector performs essential steps in conducting DNA specimen collections. These steps include, but are not limited to the following:

1. Prepare the collection room daily.
2. Maintaining an inventory of supplies and maintain equipment
3. Maintain a log for the daily collection of DNA from offenders
4. Transpose CLEAN and Court docket information to the Pennsylvania State Police required data fields on the 10 print fingerprint card and the two thumb print card.
5. Be able to learn the fingerprinting process using the PA State Police LiveScan.
6. Collect DNA Sample from offender's cheek using the Buccal swab system.
7. Package and seal the DNA evidence collected each day for shipment.
8. Be prepared to work with Probation and Sheriff Department Staff in assisting to take into custody offenders wanted by Law Enforcement after criminal history checks are completed. The actual taking into custody is done by the Sheriff on duty.
9. Be able to work under time constraints and be willing to stay overtime if needed to process the offenders.
10. Be willing to deal with uncooperative offenders.

Vendors must provide an itemized scale of pricing for the requisite services as follows:

<i>Itemized Fees For Specimen Collection</i>	
On-Site Laboratory Overhead (excluding testing costs)	
Number of Staff:	Urine Collection Technicians: _____ @ _____ /week Supervisor: _____ @ \$ _____ /week DNA Collection Technician: _____ @ _____ /week
Laboratory / cleaning supplies:	\$ _____
Other:	\$ _____
Total price for operation of this Urine Collection Laboratory	\$ _____
Collection/On-Site Screening Pricing per Test (limited/as needed)	
Cost per "on-Site" screening (urine / saliva)	\$ _____

RICING