

Request for Proposals (RFP)

RFP 2021-010

***“Urinalysis Testing for Community Supervision and Corrections Department”
3 Year Contract***

Due: July 13, 2021 at/or before 10 am

Notice is hereby given that Webb County is seeking to solicit formal Requests for Proposals (RFP) for the purpose of selecting a Contractor to provide Urinalysis Testing for the Webb County Community Supervision and Corrections Department hereinafter referred to CSCD. This formal solicitation will comply with the Texas Local Government Code, Section 262, Sub-Chapter C (Competitive Bidding in General).

The accompanying RFP with its terms, conditions, attachments and all other forms in this RFP package are due by or before 10 a.m. (Central Time) on, July 13, 2021. RFP received after the due date and time will not be accepted. All RFP meeting the required deadline will be read publicly at the following location in accordance with Webb County Purchasing Policies and Procedures. Audio/Video of RFP opening will be posted on website [Purchasing Agent \(webbcountytx.gov\)](http://webbcountytx.gov) for public viewing immediately after all RFPs have been recorded into the record. No visitors will be allowed at site in order to practice social distancing and to further protect the public, staff and those participating in this public solicitation due to the COVID 19 pandemic health crisis:

Webb County Purchasing Department
1110 Washington St., Ste. 101
Laredo, Texas 78040

This RFP solicitation can be viewed at the following online address. Interested Contractors may submit their proposals by registering on Webb County’s e-Bid site and uploading their file to our “Response Attachments” tab. Should anyone need assistance please contact Mr. Juan Guerrero, Contract Administrator at (956) 523-4125.

<https://webbcountyebid.ionwave.net/Login.aspx>

County reserves the right to reject any and all RFPs, to waive informalities in the RFP process, or to terminate the RFP process at any time, if deemed in the best interest for Webb County as ordered by Commissioners Court.

THIS FORM MUST BE INCLUDED WITH RFP PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFP PACKAGE AND SIGN BELOW TO COMFIRM SUBMITTAL OF EACH REQUIRED ITEM.

*RFP # 2021-010
"Urinalysis Testing for CSCD"*

Proposer Information

Proposed Pricing Sheet (Form "A")

Conflict of Interest form (Form CIQ)

Certification regarding Debarment (Form H2048)

Certification regarding Federal lobbying (Form 2049)

Code of Ethics Affidavit

Proof of No Delinquent Tax Owed to Webb County

Signature of Person Completing this Package

Date

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1. Introduction

Notice is hereby given that Webb County is seeking to solicit formal Requests for Proposals (RFP) for the purpose of selecting a Contractor to provide Urinalysis Testing for the Webb County Community Supervision and Corrections Department hereinafter referred to CSCD.

This RFP is open to all qualified Proposers who meet the minimum qualifications and documentation of required credentials outlined in this RFP. The award shall be made at the sole discretion of the County to the Proposer[s] who best displays evidence of satisfactory qualifications and responsibility to fully execute the requirements as set forth by the County. Evidence of qualification and responsibility shall be furnished by the Proposer as described in this RFP and will be reviewed by the County. The award shall not be made until the County has completed its investigation and verification of the Proposer's qualifications and financial stability.

2. Proposal Preparation Cost

Webb County will not reimburse any proposer for any costs involved in the preparation and submission of proposals, amendments or other relevant documents associated with the RFP.

3. Term of Agreement

The successful Proposer shall serve as the Contractor to the County for a period of thirty-four (34) months, starting November 1, 2021 thru August 31, 2024.

4. Instructions to Proposers

- a) Your proposal should be concise, specific, and complete and should demonstrate a thorough understanding of the terms and conditions of this proposal.
- b) Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete offer are not desired. Legibility, clarity, and completeness are much more important.
- c) Your proposal must be signed by an official authorized to bind your company or as an individual contractually and must be accompanied by a statement to the effect that your offer is firm for a period of not less than 60 calendar days after the closing date of Request for Proposal.
- d) Proposer must provide all information required by Form "A" attached and include all corresponding documents required by Webb County Purchasing Agent.
- e) Webb County has the right to negotiate with successful proposer before final execution of agreement.

5. Scope of Services:

Proposer is to provide drug screening for adults who are probationers (referred to by Adult Probation in accordance with prescribed procedures established by the CSCD.) The testing shall encompass but not limited to the following:

- A. Alcohol**
- B. Cocaine**
- C. Creatinine**
- D. Opiates**
- E. THC50**

- I.** Your proposal should include a response to the following:
- a. Provide an organizational chart for the proposed account manager and service team assigned to CSCD.
 - b. Provide a brief history of your organization and its affiliations, including the date founded and how many years your organization has provided the requested services outlined in this RFP.
 - c. Provide a brief history of your organization and its affiliations, including the date founded and how many years your organization has provided the requested services outlined in this RFP.
 - d. Provide any special certifications or qualifications you (or individuals in your company that you would propose to work for Webb County) possess that are relevant to this service.
 - e. What similar services have you provided in the past two years?
 - f. Provide current client references and former client references for which you provided the same or similar services.

- II.** Information Management System (IMS): Provider will provide CSCD with access to a secure, web based HIPAA compliant IMS that at a minimum allows CSCD to:
- a. Enroll clients in the alcohol and drug testing program;
 - b. Enter custom test panels specific to each donor;
 - c. Order unscheduled tests for an individual donor;
 - d. Enter excused test periods for an individual donor;
 - e. Inactivate or activate donors;
 - f. Track and review donor test history;
 - g. Enter specific donor co-pay amounts;
 - h. Designate vouchers for specific donors; and
 - i. Track applicable donor payments.

The IMS shall include a dashboard view specific to each case manager that:

- a. Provides the supervising case manager quick access to each donor;
- b. Provides a consolidated summary of all activity related to each donor;
- c. Illustrates if a donor is scheduled to test;
- d. Shows if a donor has called the donor notification system or not; and
- e. Provides a summary of recent positives, no shows, and other non-negative test results.

- III.** Automated Random Selection Calendar: At the option of CSCD, Provider will provide, support and maintain a secure automated random selection testing calendar that is configurable to CSCD specified parameters and provides the ability to:
- a. Create default parameters that specify testing frequency and test panels, among other attributes;
 - b. Schedule donors on an individual or group basis;
 - c. Conduct testing services on any day of the year, including weekends and holidays;
 - d. View past and future testing events via the IMS; and
 - e. Manually order a one-time or unscheduled test for individual donors via the IMS.

- IV.** Client Notification: At the option of CSCD, Provider will provide, support, and maintain a donor notification system that notifies donors of the need to test. The donor notification system must:
- a. Create a unique personal identification number (PIN) for each donor;
 - b. Record time, date and phone number of when donors call, login via web, or respond to text;
 - c. At a minimum provide English and Spanish language options;
 - d. Calculate a call-in compliance score for each donor;
 - e. Report if a donor fails to contact the notification system;
 - f. Allow the supervising case manager to post custom text-to-speech messages for an individual donor or group of donors;
 - g. Provide capacity adequate to efficiently handle the number of calls received during peak call-in times; and

- h. Allow donors to contact the system via phone, web, or text message. Text message notification is subject to a nominal convenience fee payable only by those donors that select text messaging
- V. Supplies & Transportation: The Provider shall provide all necessary sample collection and transportation supplies and courier pick-up within 24 hours of notification for specimens collected by CSCD.
- VI. Laboratory Testing: The Provider shall:
- a. Operate a laboratory that is certified by the Department of Health and Human Services (DHHS), Clinical Laboratory Improvements Act (CLIA) and the College of American Pathologists - Forensic Drug Testing (CAP-FDT);
 - b. Conduct a laboratory immunoassay screen on all samples (instant test devices are not permitted);
 - c. All positive immunoassay screens must be run a second time with a new aliquot of the specimen prior to reporting the positive specimen;
 - d. Report the screen results by the completion of the next business day following specimen collection (e.g., screen results for samples collected and shipped on Monday shall be reported on Tuesday.);
 - e. Conduct confirmation via GC/MS or LC-MS/MS as requested by CSCD;
 - f. Retain negative specimens for five (5) business days;
 - g. Store non-negative samples in secure, frozen store for thirty (30) days;
 - h. Conduct specimen validity testing via creatinine testing on all samples and specific gravity, PH, oxidants when needed.
- VII. Electronic Chain of Custody: The IMS shall generate a legally defensible electronic chain of custody that fully integrates donor demographic data (name, gender, age, case manager, etc.) and tracks the specimen during all phases of the testing process.
- VIII. Results Reporting: The Provider shall report all test results and related information via the IMS. Specifically, the Provider shall:
- a. Report test results for urine and oral fluid on the next business day. Test results for hair and bloods specimens shall be reported within five business days;
 - b. Segment results and test data by supervising case manager;
 - c. Conduct data analysis on specimen results to discern new use from residual use;
 - d. Assist with results interpretation; and
 - e. Provide consultation and results interpretation in-person and/or via teleconference on an as needed basis.
- IX. Information Reporting: The IMS shall provide CSCD with program analytics that aid CSCD in data analysis and report generating functions. Reports shall be sortable by supervising officer and at a minimum shall include:
- a. Detailed and summary results;
 - b. Individual test reports;
 - c. Donor test history;
 - d. An overview all testing activities; and
 - e. Detailed views of the historic and future testing calendars, among others.
- X. Primary Contact: Provider will designate a primary contact. Such contact may be changed from time to time as communicated by Provider.
- XI. Expert Testimony: Provider shall provide legal affidavits and/or expert testimony upon request. CSCD will work with Provider to provide as much advance notice as possible for expert testimony needs.
- XII. Newsletter: Provider shall provide a free electronic newsletter, published monthly that covers topics in the criminal justice and public safety markets, including topics on emerging trends in the manufacturing and abuse of designer drugs and research and reporting on issues related to substance abuse.

- XIII. Training & Orientation Sessions:** Provider will conduct training and orientation sessions for judges, attorneys, and CSCD staff with respect to alcohol and drug testing process. Provider will work with CSCD to mutually schedule the training and orientation sessions.
- XIV. Monthly Account Summary:** Provider will report testing fees and patient co-pays to provide a monthly account summary and invoice within ten (10) calendar days following the completion of a month. Additional invoice analysis or reporting requirements may incur additional fees.

6. Conflict of Interest

The contract or contracts in this solicitation are subject to Texas Govt. Code Sec. 2261.252(b), which prohibits the Webb County from entering into contracts with certain private vendors in which certain Webb County officers and employees have a financial interest. Each respondent shall include in its proposal a statement that it is not prohibited from entering into a contract with Webb County as a result of a financial interest as defined under Texas Govt. Code Sec. 2261.252(b).

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving Webb County, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a sub provider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

7. Texas Ethics Commission Requirement Notification:

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

A signed and notarized Form 1295 shall be tendered to Webb County by providers selected to receive a contract prior to contract execution. Webb County will not evaluate the information provided, or respond to any questions on how to interpret the Texas Ethics Commission's rules.

For additional information, please reference the Texas Ethics Commission webpage at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

8. Webb County Purchasing Code of Ethics Policy

The County of Webb will ensure that it will promote and enforce proper ethical conduct by all Vendors, Procurement Officials, Elected Officials and County employees directly or indirectly involved in the procurement process. All vendors wishing to participate in any solicitation must sign and notarize the affidavit form included as part of this solicitation package and upload with your electronic submission. ***Failure to submit form will disqualify your bid or proposal package from being considered.***

The [Ethics Policy](#) can be viewed at the Webb County Purchasing Agents website listed below for vendors to read prior to signing and submitting the affidavit form.

<http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

The Webb County Purchasing Board approved the Code of Ethics policy on April 19, 2018 and adopted by the Webb County Commissioners Court on May 14, 2018.

When responding to an Active Solicitation, Vendors shall be required to disclose donations and campaign contributions by the Vendor or any individual or entity acting on the Vendor’s behalf to the Purchasing Agent or his designee made within six (6) months prior to the date of the Active Solicitation. **Failure by a Vendor to accurately disclose such contributions may result in the Vendor’s disqualification, debarment, or contract voidance as per Section 18 of the Ethics Policy.**

9. General Conditions

Interested proposers shall familiarize themselves with conditions relating to the scope, specifications, and restrictions regarding the execution of work to be performed under the contract. It is the proposer’s responsibility to obtain any additional information it deems necessary to submit in its RFP proposal, as well as in the performance of the contract. Information contained in this document should not be considered all-inclusive.

All questions regarding this RFP proposal request must be submitted to in writing through eBid by utilizing the “Questions Tab” in the Bid Event in accordance with Section 12 (Proposal Schedule).

10. RFP Evaluation scoring criteria:

RFP will be evaluated as follows:

- *Pricing Schedule* 20 points
- *Experience & Qualifications* 25 points
- *References* 20 points
- *Compliance with Proposal Provisions* 35 points

The evaluation committee may conduct the following tasks but is not an all-inclusive list of tasks that may be conducted by committee:

- *Review all RFPs received for compliance with RFP terms and conditions.*
- *Prepare a comparative summary of proposals.*
- *Prepare a preliminary ranking of RFPs using a quantitative method based on the criteria presented in the RFP document and other criteria as directed by committee.*
- *Conduct a site visit with Proposer*
- *Request clarification from proposers.*
- *Prepare a final ranking of RFPs.*

11. RFP Evaluation Committee:

The following Webb County employees are involved in the evaluation process for this procurement:

- Jackie Gonzalez, CSCD Interim Director
- Gerardo Alva, Drug Court Program
- Melissa Mojica, Juvenile Department Director

Note: Do not contact these individuals about this solicitation during the restricted contact period. [Please refer to our Purchasing Ethics Policy Section 6 \(Restricted Contact Period\).](#)

12. PROPOSAL SCHEDULE

Activity	Time	Date	Responsible Party
Public Notice/Newspaper	n/a	June 15th, June 22nd	Webb Co. Purchasing Dept.
RFP on Posted on eBid	n/a	Until award is completed	Webb Co. Purchasing Dept.
Questions Due to County	No later than 5pm	July 1st	Proposer/Contractor
Posting of Answers	No later than 5pm	July 2nd	Webb Co. Purchasing Dept.
Sealed Proposals Due	10am	July 13th	Proposer/Contractor
Evaluation of Proposals	TBD	July 13th – 16th	Webb Co. Evaluation Team
Award of Contract	TBD	TBD	Governing Body
Finalization of Contract Doc	TBD	TBD	Webb County/Contractor

Footnote: County reserves the right to adjust time and dates on above projected schedule if it is in the best interest for Webb County.

13. Special Accommodations:

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Mr. Juan Guerrero, Contract Administrator at 956) 523-4125 or email at jguerrero@webbcountytx.gov



Proposer Information

Name of Company: _____

Address: _____

City and State _____

Phone: _____

Email Address: _____

Signature of Person Authorized to Sign:

Signature

Print Name

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

(Date)

Note:

All submissions relative to these RFP shall become the property of Webb County and are nonreturnable.

If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.

****Please place this form as your cover page for this RFQ package.***