

1. PREAMBLE

The solicitation is issued by the Department of the Interior (DOI). The contract resulting from this solicitation may be used by other Federal agencies, referred to as participating Agencies or Government, which shall be identified at the time of contract award. The DOI reserves the right to add additional or delete agencies via modification subsequent to contract award.

The Contractor is not authorized to honor any delivery order placed against this contract from any agency without advance approval from the DOI Contracting Officer.

2. REQUIRED SERVICESGeneral

The Government conducts drug testing under the HHS program to detect the presence of marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) and to deter illegal drug use by their employees. The six types of HHS drug tests are: applicant & random (employees in drug testing designated positions), reasonable suspicion, accident & unsafe practice, voluntary, and follow-up.

The Government also conducts drug and alcohol testing under all of the DOT program modes (including FMCA, FRA, etc.). The six types of DOT (FMCA) tests are: pre-employment, random, reasonable suspicion, post accident, return-to-duty, and follow-up. The DOT (FRA) tests are: pre-employment, random, reasonable suspicion, reasonable cause, post accident, return-to-duty, and follow-up.

Note: DOI and other Agencies reserve the right to perform drug and alcohol collections in-house (collections performed by Agency personnel). Federal offices shall be able to enter in-house Donor collection information on the Contractor automated drug testing system (see SECTION J, Attachment 1); and the data shall match up with its corresponding records imported from the lab and MRO.

The Contractor shall provide to the Government for the collection of urine specimens and breath alcohol collections for all types of drug and alcohol testing under the HHS and DOT programs. Also, the Contractor shall provide to the Government all labor, materials, and equipment except that provided herein as "Government Furnished," necessary for the collection and transportation of the specimens from the collection contractor to the contractor collection sites to the Government Contract Drug Testing Laboratory.

The Contractor shall be required to perform and comply with all applicable provisions of the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), "Mandatory Guidelines for Federal Workplace Drug Testing Programs" as published in Volume 63 of the Federal Register on November

13, 1998; effective December 1, 1998 (59 FR 29908); and the Omnibus Transportation Employee Testing Act of 1991 (OTETA), in accordance with Department of Transportation (DOT) procedures including: 49 CFR Parts 40, 199, 219, 382, 391, 392, and 395; and 14 CFR Parts 61, 63, 65, 121, and 135, as applicable, which govern various transportation industries and the collection/testing processes. The guidelines and procedures may be routinely updated for the purpose of providing additional guidance. The Contractor shall be required to comply with current guidelines and procedures, and updates as furnished by the Contracting Officers Technical Representative (COTR). To the extent that any of the requirements in this contract are inconsistent with any of those specified in the Mandatory Guidelines promulgated by the HHS, DOT procedures, or other pertinent regulations from governing Federal agencies, or any subsequent amendment thereto, such HHS Guidelines and DOT procedures or amendment shall supersede the requirements specified in this contract, but only to the extent of the inconsistency.

Drug Testing of Contract Employees

Not later than the contract award date, the Contractor shall establish an internal drug testing program to ensure that: (a) its employees involved in the processing and reporting of drug test collections for urine specimens are drug-free; (b) such testing is done according to current HHS Guidelines and DOT regulations.

Education and Training

The Contractor shall provide a minimum of one education and training session per year to the Agency DPM's at a location (within the continental U.S.) to be determined by the COTR. The trainers shall include one representative with in-depth knowledge of the collection requirements, operations, and procedures; and one representative with expert knowledge of the MRO and laboratory analysis requirements, operations, and procedures. The training shall include information on the current requirements and procedures, and the upcoming trends as related to collections, laboratory analysis and MRO services. The costs for travel, time, and materials shall be borne by the Contractor.

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The Contractor shall be able to provide and perform all of the automated Drug Testing System (DTS) requirements provided in SECTION J, Attachment NBCR04018/02.

The Contractor shall prepare and maintain a written emergency backup and contingency plan, for their automated drug testing system for tracking test requests and results and data electronically being received from the laboratory and MRO contractors, to describe how system down time will be prevented or immediately corrected. The written plan shall describe the procedures and methods utilized to prevent and minimize down time for the automated drug testing system, and list operational alternatives to immediately correct down

time incidents.

The Contractor automated Drug Testing System (DTS) shall be Year 2000 compliant. The Contractor shall have conducted a self assessment of the automated DTS in accordance with the NIST Special Publication 800-26. The Contractor shall be required to work with the DOI to ensure requirements for Certification and Accreditation of the DTS are met within one year of contract award. The DTS shall comply with all requirements of section 508 of the Rehabilitation Act of 1973. See www.section508.gov for guidance.

Note: Agencies will be solely responsible for their interpretation of HHS Guidelines and DOT regulations concerning electronically transmitted results.

3. PERSONNEL SECURITY REQUIREMENTS

A. The Contractor shall keep all information in the strictest of confidence and take measures to protect it from unauthorized modification or destruction, said information being the sole property of the Government. The Contractor shall not publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form nor authorize or permit others to do so. The Contractor shall take measures to restrict access to this information, while in their possession, to only those employees needing such information to perform the work provided herein. The Contractor shall immediately notify, telephonically and in writing, the COTR of any event determined or suspected to become a breach of the requirement.

B. The drug testing records are covered under the Privacy Act and are considered sensitive information. Contractor personnel with direct access to the automated drug testing system for this contract shall be required to undergo a National Agency Check and Inquiries (NACI) investigation, conducted by the Defense Security Service or U. S. Office of Personnel Management (or their designated representatives). The NACI shall be initiated within 14 days of placement for newly hired employees. The NACI shall be completed and favorably adjudicated by the DOI Employee and Public Services Division. The COTR shall resolve any disputes. The DOI will provide the necessary forms and bear the cost of the investigations.

C. The above contractor personnel shall submit the following forms for each employee, with access to DOI information, to the COTR, within 14 days of placement on this contract:

1. One Standard Form (SF) 85-P, Revised December 1990, Questionnaire for Public Trust Positions.
2. One SF-87 (REV. 4-84), Fingerprint Card. (Note:

Fingerprint cards may be completed by local law enforcement agencies).

3. SF-171 (REV.6/88), Application for Federal Employment, with only items 6, 19, 28, 36 and 38 through 44 completed.

All Forms shall be signed and dated by the subject of the investigation. All Forms shall be legibly printed or typed.

D. Employees that do not receive favorable investigation adjudications shall not be authorized to information under this contract.

E. The Contractor shall be responsible for thoroughly reviewing all forms submitted to ensure accuracy and completion. The Contractor shall provide the COTR with a weekly status report in electronic format (E-mail, ASCII, pdf, excel, automated drug testing system, etc.).

The specifications and requirements of the solicitation apply to all Federal agencies, however, some agencies may require unique services and these services shall be available to all agencies, including but not limited to the ones explained below:

4. LINE ITEMS 0001, 0003, 0009, 0015, 0017, 0023, 0029, 0031, 0037, 0043, 0045, 0051, 0057, 0059, 0065

The Contractor shall provide collection services for all types of HHS and DOT drug and alcohol testing in the United States and its territories within 20 miles of the Government employee or applicant. If there is no medical or collection facility within 20 miles of the employee or applicant then, as requested by the Federal Agency the contractor shall attempt to establish a new site at the closest facility to the employee or applicant.

All collections for employees and applicants shall be accomplished in a Physician's office, hospital, medical clinic, Government facilities selected by the Federal office, or similar setting.

Collections in public establishments or personal residences are not authorized. An exception to this rule shall be approved by the appropriate Agency COTR before the collection is made.

The collection facility and staff shall be flexible to accommodate employees whose tour of duty is different than normal duty hours, e. g., 2:00 p.m. - 10:00 p.m. or 10:00 p.m. - 6:00 a.m. This may involve rescheduling staff hours earlier or later on specific collection days to provide services at the beginning of the evening shift (2:00 p.m.) or at the end of the night shift (6:00 a.m.).

Other unique requirements may include providing collections for all shifts in a 24 hour period, and on weekends.

Agency employees may elect to have a second specimen collected at the

same time as the agency specimen and have it submitted by the specimen collector at the employee's expense to an HHS certified laboratory of their choice in accordance with the procedures specified in the HHS Guidelines.

The Contractor shall maintain all electronic and hard copy records under the previous contract (3 years for negatives, and indefinitely for positives, adulterated, and substituted). The Contractor shall import the electronic records from the automated DTS (2 years for negatives, and indefinitely for positives, adulterated, and substituted), from the current contract in the current file format, into the new DTS.

The Contractor shall call the 50 most frequently used clinics per month to verify the currency of their information (including telephone number, address, point of contact, drug and/or alcohol testing). This information shall be documented and available to the COTR upon request (hard copy and electronic).

The Contractor shall call the 50 most frequently used clinics per month in order to persuade them to use visoneer paperport scanners to send CC Forms via electronic mail as attachments. This information shall be documented and available to the COTR upon request (hard copy and electronic).

Notification to Contractor of Required Specimen Collection

The COTR, appropriate Agency Drug Program Manager (DPM), or Federal office designee(s) will provide the contractor with manual and electronic requests (e.g., names, social security numbers, telephone numbers, and the proposed collection city and state of agency employees and applicants) in order to schedule urine drug and alcohol test collections. The Contractor shall be able to receive drug and alcohol test requests electronically via an automated data processing system (e.g., personal computer using Internet browser application) via the Internet using an encrypted Internet based application, manually by facsimile machine, by E-mail and by telephone. The Contractor shall input all requests received by any method.

Federal offices shall be able to request a Contractor drug and alcohol test collection (under the HHS and DOT programs) in any one of four ways listed below.

1) For Contractor to Schedule a Collection for an Applicant or Pre-Employment Test at a Physician's Office, Hospital, or Medical Clinic

By providing the required donor information to the Contractor and having the Contractor call the donor to schedule the drug test or alcohol collection (for applicant and pre-employment testing). In these cases the contractor shall: make the first telephone call to the donor within 6 business hours of receipt, on average; the second telephone call within 12 business hours of receipt, on average; and the third telephone call within 18 business hours of receipt, on average; of receiving the drug test request. Normally, each of the 3 attempted telephone calls should be made over a 2 day period, at different times of the day, in order to

increase the opportunity for reaching applicants/employees with varying schedules. However, 2 telephone calls may be made on the same day if one call is to the work number and the other to the home number. If only one telephone number (work or home) is provided, then the Contractor shall make only two telephone calls during the first 12 business hours. During peak or high volume periods, the COTR may allow the time frames for calling applicants/employees to be slightly increased. However, any change in call time periods shall be approved in advance by the COTR. The Contractor shall ship the specimen kit and Drug Testing Custody and Control Form (CC Form) on the same day the donor is notified of the required collection, for requests received by 4:00 p.m. eastern time. The Contractor shall contact the agency DPM (or point of contact listed in the automated DTS) on the same day if the Contractor is unable to contact the donor after 3 attempts. This contact shall be by telephone; or via E-mail using the E-mail address listed in the user profile section of the automated DTS.

2) For Agency to Schedule a Collection for an Applicant or Pre-Employment Test at a Physician's Office, Hospital, or Medical Clinic

By providing the required donor information (including name, ssn) and collection site code to the Contractor and having the Contractor automatically ship the specimen kit, CC Form, and Breath Alcohol (BA) Testing Form to the collection site (for drug and alcohol tests). Kits and forms shall be shipped on the same day for drug and alcohol test requests received by the contractor before 4:00 p.m. (eastern time). In these cases, the Federal office will be responsible for notifying the donor of the collection requirements stated below.

3) For Agency to Schedule On-Site Collections at Agency Facility

By providing the required donor information to the Contractor with the notation an on-site specimen collection is needed (for drug and alcohol testing). In these cases, the Contractor shall contact the requestor to schedule the on-site collection within 8 business hours, on average, of receiving the request. The Contractor shall schedule on-site collections within one week, on average of the agency request. On-site collections will be requested by the Agency a minimum of one week prior to the time the collection is needed.

4) For Agency to Perform Inhouse Collection

By entering the required donor and collection information when the federal office performs the collection and ships the specimen to the laboratory contractor.

Collection Process

The Contractor shall provide each applicant/employee with a standard explanation concerning the collection process, to include the following information at a minimum: collection site address and basic directions; telephone number; point of contact; bring photo ID; call collection site prior to going in order to ensure the kit and form have been received and clinic schedule can accommodate applicant/employee for test; report for

drug or alcohol test collection within 48 hours of receipt of contractor notification; applicant/employee shall obtain permission from Agency DPM in order to change the scheduled collection date; immediately call the Contractor at the 1-800 telephone number or agency DPM if there are any problems; to drink fluids prior to going to collection site. The Contractor shall also verify the donor's name, and social security number prior to completing the CC Form.

In order to reduce the chance of errors in completing the CC Form, the Contractor, at a minimum, shall complete the following Steps on the CC Form prior to shipping with the specimen kit to the collection site including: Step 1 (A. through F). Also, the Contractor shall provide written information to collection site personnel in advance of the collection including: instructions/procedures for the accurate completion of the CC Form; shipping specimen to proper lab; distribution of CC Forms (collector, donor, mro, agency); billing procedures; donor name; donor ssn; hhs or dot test; drug test; alcohol test; both drug/alcohol test.

In order to reduce the chance of errors in completing the BA Form, the Contractor, at a minimum, shall complete the following Steps on the BA Form prior to shipping to the collection site including: Step 1 (A,C,D). Also, the Contractor shall provide written information to collection site personnel in advance of the collection including: instructions/procedures for the accurate completion of the BA Form; distribution of BA Form (collector, donor, agency); billing procedures; donor name; donor ssn.

Note: The automated DTS shall allow the agency users to print information from their automated DTS to assist the donor in completing the collection including: agency name; donor name; donor ssn; clinic name; clinic address; clinic telephone; clinic hours; clinic point of contact; to bring photo identification; to drink fluids for a urine drug test collection; to expect to be told they will not be allowed to bring outer coats or briefcases or purses into the testing room itself; and that they will be asked to show the contents of their front pockets to ensure restricted items are not carried into the testing room; report for drug or alcohol test collection within 48 hours of receipt of contractor notification; applicant/employee shall obtain permission from Agency DPM in order to change the scheduled collection date; immediately call the Contractor at the 1-800 telephone number or agency DPM if there are any problems; etc.

The Contractor shall be responsible for ensuring their collection site personnel are fully knowledgeable concerning the accurate completion of the CC Form and BA Form. Highlighting or a cover sheet with boxes over the areas on the CC Form and BA Form to be completed by collection site personnel may prove useful. Further, the Contractor shall have an Internet site listing the appropriate HHS and DOT drug and alcohol collection procedures, and showing examples of properly completed CC Forms and BA Forms. In addition, the Contractor shall provide to the collection sites preprinted overnight express airbills (currently FEDEX) with the Government Contractor Drug Testing Laboratory address, in order to reduce shipping errors. This Contractor internet site with the

collection and fedex information shall be provided in advance to the physician's offices, hospitals, and medical clinics performing collections.

Agencies requiring prescheduled collections will provide the collection site locations and times a minimum of one week prior to the commencement of each collection. The maximum number of collections to be performed per test day will be approximately 200; the maximum number of collection site locations to be utilized per collection day will be approximately 100.

For emergency requests (e.g., reasonable suspicion, reasonable cause, post accident & unsafe practice testing, and any other reasons deemed necessary by the agency DPM) the collection shall be completed within 24 hours of notification, in accordance with HHS and DOT regulations. This service shall be available 24 hours per day, 7 days per week, 365 days per year. Such requests may occur at any time or day of the week at any location, and generally will be made via telephone, followed by a written confirmation. The Contractor shall provide service and response via an electronic pager system using a 1-800 telephone number. The Contractor shall be immediately available during business hours, after hours, weekends and holidays. The Contractor response time shall not exceed 30 minutes from the time of the page. This information and telephone number shall be posted on the sign in page of the automated DTS.

The Contractor shall ensure several collection sites or on-site collectors are open and/or available to perform collections in the Washington-Metropolitan Area (one each in MD and VA within 20 miles of Washington, DC; and one in Washington, DC, on several days per week in the evenings (4:00 p.m. to 8:00 p.m.), and one weekend day (Saturday and/or Sunday) 10:00 a.m. to 2:00 p.m. The Contractor shall identify these clinic and/or collector names, addresses, telephone numbers, points of contact and hours of operation.

The Contractor shall establish a toll free 1-800 telephone and 1-800 facsimile number and customer service representatives to facilitate the contacting and scheduling of Government employees and applicants for urine collections and breath alcohol tests, and to assist the COTR, agency DPM and other representatives in resolving questions or problems. Adequate backup personnel shall be available to assist the customer service representatives during busy periods. The customer service representatives shall be available at a minimum during regular business hours from 8:30am to 5:00pm (eastern time), Monday through Friday. The 1-800 telephone number shall ring directly to an actual Government customer service representative. No submenu of choices, no delays, no transfers, no voicemail during regular business hours. Also, the Contractor customer service manager and representatives, and Information Systems Manager (IS) and IS staff representative(s), at a minimum, shall have the ability to communicate with the COTR, agency DPM, other agency representatives, laboratory contractor, and MRO contractor using an acceptable electronic mail system, as determined solely by the COTR. The customer service representatives shall also have telephone voicemail for after-hours.

The Contractor customer service manager and representative(s) shall return telephone calls to the COTR, agency DPM, other agency representative, laboratory contractor, and MRO contractor within one hour, on average, from the time the call is made to the Contractor customer service manager and representative(s).

The Contractor shall establish a full time knowledgeable IS manager and IS staff representative(s) to resolve questions and problems concerning the development, operation and management of the automated DTS. The Contractor IS manager and representative(s) shall return telephone calls to the COTR, agency DPM, other agency representative, laboratory contractor, and MRO contractor within one hour, on average, from the time the call is made to the Contractor IS manager or representative(s).

The Contractor customer service manager and representative(s), and/or IS manager or representative(s) shall immediately notify the COTR, laboratory contractor and MRO contractor if the Contractor automated DTS is down for any reason (not operational).

The Contractor shall require its collection sites to send a donor signed copy of the CC Form to the Contractor by facsimile machine on the same day the specimen is collected. Collection sites without facsimile machines shall send the donor signed CC Forms to the Contractor by U.S. Mail on the same day the specimen is collected. This requirement shall be noted on the instructional information provided with the collection kit and forms to the collection site. The Contractor shall have a system or method to track and ensure CC Forms are being faxed by the clinics.

The Contractor shall strongly promote and recommend collection sites establish Internet service via Internet protocol providers and utilize scanners (similar to visioneer paperport scanners) to scan and transmit copies of the completed CC Forms and BA Forms as an E-mail attachment to the Contractor on the same day as collections are performed. The visioneer viewing software is free.

The Contractor shall affix a red color label (no smaller than 2 1/2 inches by 5 inches) on the outside of the fedex pak envelope (or future Government overnight vendor); and another one of the same red labels on the outside of the kit/box/specimen container; and staple a red color sheet of paper (8 1/2 inches by 11 inches) to the front of the protocol procedure information sent with each kit and cc form to the clinic; and both the label and sheet of paper shall contain the following information (letter size no smaller than 1/4 inch tall):

- FEDERAL GOVERNMENT DRUG TESTING
- U.S. GOVERNMENT PROPERTY
(Do Not Destroy)
- IMMEDIATELY CALL "Insert Contractor Name"
UPON RECEIPT AT 1-800-111-1111 (Insert #)
- QUESTIONS/PROBLEMS: CALL "Insert Contractor Name"

The Contractor shall call the clinics no later than the morning of the second day after the specimen was shipped via overnight fedex in order to ensure the kit/CC Form has been received, and to verify the clinic address, telephone number, and point of contact. The Contractor shall immediately make any corrections of clinic information in the automated drug testing system. The Contractor shall immediately resend the kits/forms when the clinic address has changed and/or the clinic is unable to locate the kit/form, at no additional cost to the agency.

The Contractor automated drug testing system shall allow the clinics to logon to the Contractor internet application or send an E-mail to record that they have received the kit/form and to make clinic information changes (including the clinic name, address, telephone number, point of contact, ability to do breath alcohol collections, etc.). See attachment on automated DTS.

Collection Site Specifications

The collection site is the location for specific Agency employees and applicants to present themselves for the purpose of providing their urine specimens under controlled conditions. The Contractor shall assume primary responsibility for assuring collection site requirements are maintained at all times in accordance with HHS Guidelines. In this regard the Contractor shall, as a minimum, ensure:

The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to provide collection, security, storage, and transportation of urine specimens to the designated Government Contract Drug Testing Laboratory;

The collection site has restroom facilities that are clean, well-lighted, and sufficiently secure to prevent compromise during the collection of urine specimens;

Any collection site dedicated solely to urine collection is secure at all times. In cases where a site cannot be dedicated solely for the purpose of urine collection, the Contractor shall assure the portion of the facility being used for collection is secured during urine collection operations. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored; and

The collection site possess all necessary personnel, materials, equipment, facilities, and supervision to perform breath alcohol tests; and

The COTR is immediately notified if a site fails to meet the above requirements.

The Contractor shall periodically conduct both scheduled and unscheduled visits to collection sites to ensure collections are being conducted in accordance with guidelines and contract requirements.

Note: The cost for specimens cancelled by the laboratory or unable to be tested shall be borne by the Contractor. This includes: specimens

improperly collected; specimens lost; specimens with insufficient urine; specimens crushed; specimens with fatal flaws; specimens shipped to the wrong lab (and/or wrong lab reports to wrong MRO); etc. The cost includes the amount of the initial test collection; and the cost to ship a new kit/ccform/supplies for the second collection (or as many collections that are cancelled). The Contractor shall be responsible for the cost of recollecting any specimens, at the discretion of the agency, that the lab cancels or is unable to test. Any questions concerning a cancelled specimen will be resolved solely by the COTR.

Collection Site Designation

The collection sites shall be located in the United States and its territories within 20 miles of the Government employee or applicant. However, if there is no medical facility within 20 miles of the employee or applicant then the closest facility to the applicant shall be utilized. In an instance such as this, the 20-mile rule can be waived at the Government's discretion; however, the Contractor shall demonstrate a good faith effort to comply with the rule. The Contractor shall have an existing network of collections sites, at a minimum of 1000 different city locations throughout the United States and its territories. The Contractor shall provide a list of at least 250 addresses in their existing network sorted by city and state, as an example. Collections will normally be made in local physicians offices, hospitals and medical clinics. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests. There exists the possibility the COTR or agency DPM believes additional collection sites may be necessary or an existing site may be unacceptable and therefore a replacement will be necessary.

As part of the technical proposal, offerors shall describe the process and time frame for identifying and replacing additional collection sites. Also, how the Contractor ensures the collection site personnel receive initial and ongoing training and instruction concerning required collection guidelines and regulations. Further, how the Contractor proposes to monitor and address collection site successes and failures.

International Collections

The Contractor shall also have an existing network of international collection sites, at a minimum of 50 different major city locations throughout the world, on each continent and in both hemispheres. The Contractor shall provide a list of at least 50 addresses in their existing network sorted by city and country as an example. The Contractor may be asked to come on-site to Federal facilities to perform collections (the Government will provide all space and facilities). In these cases, the Agency reserves the right to make such requests.

Collection Requirements

Drug Testing

To ensure chain of custody and specimen control are maintained, the

Contractor shall follow the procedures as specified in the HHS Drug Testing Guidelines and DOT regulations as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the HHS Guidelines, DOT regulations, and to appropriate Agency program policy requirements.

Since, as a general rule, the sex of the Agency employee or applicant (hereafter referred to as the "individual") providing the specimen will not be available until shortly before the actual collection, collectors of both genders shall be available at the collection site.

The Contractor shall adhere strictly to the collection schedule established by the Agency. The collection process shall generally be scheduled by the Agency within two hours of the start or close of a work shift. Inability to adhere to the schedule shall be reported immediately to the appropriate Agency DPM.

Upon the individual's arrival at the collection site, the collector shall request the individual undergoing testing to present some type of photo identification. If the individual does not have proper identification, the collection site person shall contact the Agency supervisor of the individual, the coordinator of the Agency drug testing program, or any other Agency official who can positively identify the individual. This shall be noted on the CC Form. If the individual's identity cannot be established, the collection site person shall not proceed with the collection. The collector shall notify the appropriate COTR, agency DPM, or designee immediately of any failure to provide proper identification. Acceptable forms of identification include:

- (i) employee identification with photo;
- (ii) driver's license with photo; or
- (iii) school identification card with photo.

If the individual fails to appear at the assigned time, the collector shall contact the appropriate COTR, agency DPM, or designee to obtain guidance on the action to be taken.

The collector shall require the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items or substances that could be used to tamper with or adulterate his or her urine specimen. Also, all personal belongings (e.g., purse, briefcase etc.) shall remain with the outer garments. The individual may, however, retain his or her wallet. The collector shall note any unusual behavior or appearance on the chain of custody form.

The Donor will be directed to empty his/her pockets and display the items to ensure that he/she has no items which can be used to adulterate a specimen.

The individual shall be instructed to wash and dry his or her hands prior to urination. After washing hands, he or she shall remain in the presence of the collector and not have access to water fountains, faucets, soap dispensers, cleaning agents, or any other materials that could be used to adulterate the specimen.

At the collection site, toilet bluing agents shall be placed in the toilet tanks, wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other sources of water (e.g., shower, sink, etc.) in the enclosure where urination occurs.

The individual may provide his or her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collector shall note on the chain of custody form any unusual behavior by the individual undergoing testing.

In the exceptional event where a designated collection site is not accessible and where there is a requirement for immediate specimen collection, a public restroom may be used according to the following procedures: A same-sex collection site person shall accompany the individual undergoing testing into the public restroom which must be secured during the collection procedure. Toilet bluing shall be placed into the bowl. The collection site person shall remain in the restroom, but outside the stall until the specimen has been handed over to the collection site person. The individual may then flush the toilet and should then observe the collection site person complete the chain of custody procedure.

Upon receiving the single specimen from the individual, the collector shall determine it contains at least 30 milliliters of urine. If the volume is less than 30 milliliters, the specimen is discarded and a second specimen shall be collected. The donor may be given a reasonable amount of liquid to drink for this purpose. The individual should be given a reasonable period of time (approximately 3 hours) to provide a specimen and asked to drink fluids to facilitate urination. The individual shall remain at the collection site until a specimen of sufficient quantity is obtained. If at the end of the waiting period (approximately 3 hours), the individual still cannot provide a specimen of sufficient quantity, this inability shall be reported immediately to the COTR, agency DPM, agency designee, or appropriate Agency authority to obtain guidance on the action to be taken.

After the specimen has been provided and submitted to the collector, the individual shall be allowed to wash his or her hands.

Immediately after collection, and in the presence of the individual giving the specimen, the collector shall measure the temperature of the specimen (taking care to avoid cross contamination of specimens), conduct an inspection to assess the specimen's color, and identify any signs of contaminants. Any unusual findings resulting from the inspection shall be included on the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case shall exceed 4 minutes. If the temperature of the specimen is outside the range of 32-38C/90-100F, this gives rise to reasonable suspicion of adulteration/substitution. Another specimen shall be collected as soon as possible under the direct observation of a same-sex collection site person and both specimens forwarded to the laboratory. The COTR, agency DPM, designee or appropriate agency authority shall select the observer if there is no collection site person of the same

gender available. Any specimen suspected to be adulterated should always be forwarded for testing. An individual may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen.

Collection under direct observation shall never be made except with specific authorization from the COTR, agency DPM or designee. Generally, direct observation will be authorized only when: 1) Agency orders testing for reasonable suspicion, 2) the contractor has reasonable suspicion that the specimen has been or may be adulterated/substituted/tampered (in these cases, the contractor shall immediately contact the COTR, agency DPM, or designee or other authorized official to discuss appropriate action), or (3) in accident/unsafe practice testing.

Both the individual being tested and the collector shall keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred from a specimen container to a specimen bottle, the collector shall request the individual to observe the transfer of the specimen and the placement of the tamper proof seal over the bottle cap and down the sides of the bottle. The collector shall place the identification label securely on the bottle.

The identification label shall contain the date, collector signature, donor specimen number, donor social security number, and donor's initials, and any other identifying information provided or required by the agency.

The collector and donor shall accurately complete and sign the appropriate chain of custody form. CC Forms shall be distributed as required.

The urine specimen and appropriate copies of the CC Form shall be immediately shipped on the same day as the collection by overnight express to the Government Contract Drug Testing Laboratory. If the specimen is not able to immediately be prepared for shipment, it shall be appropriately safeguarded during the temporary storage and shipped no later than 24 hours from the time of the collection.

The Contractor shall send written collection procedures (drugs and breath alcohol) with each kit sent to a clinic or onsite collector. Instructions shall also be posted on the Contractor Internet homepage (with examples of properly completed drug forms and breath alcohol forms). The Contractor shall maintain a written and electronic log of all problems encountered with clinics and onsite collectors performing collections. The logs shall include: type of problem (e.g., no forms, affidavit required, etc.), date, clinic number, point of contact, telephone number, corrective action taken. These logs shall be made available to the COTR upon request.

Split specimens may be required by an agency under the HHS program, and are required under the DOT program. Split specimen collection procedures for both the HHS and DOT programs are detailed below.

The donor shall urinate into either a specimen bottle or specimen

container. The collection site person pours the urine into two specimen bottles (labeled Bottle A and Bottle B). A minimum of 45 mL of urine is required when using a split specimen procedure (i.e., 30 mL for Bottle A and 15 mL for Bottle B).

The Bottle A specimen, containing a minimum of 30 mL of urine, is to be used for the drug test. If there is no additional urine available for the second specimen bottle (Bottle B), the first specimen Bottle (Bottle A) shall nevertheless be processed for testing.

A minimum of 15 mL of urine shall be poured into the second specimen bottle (Bottle B).

All requirements outlined above for single specimen collections shall be followed for split specimen collections (on Bottle A and Bottle B) including the requirements that a copy of the chain of custody form accompany each bottle.

The collection site shall send the split specimens (Bottle A and Bottle B) at the same time to the same contractor drug testing laboratory.

Breath Alcohol Testing

The Contractor shall follow the procedures as specified in the DOT's Alcohol Testing Procedures Rule: 49 CFR Part 40 as summarized below. These procedures shall be subject to future revision and clarification to assure continued conformance to the DOT procedures and regulations, and to appropriate agency program policy requirements.

(1). For Screening Result Less Than 0.020 (0.000 - 0.019 BAC):

- a. **DONOR** provides breath sample at local clinic, hospital, doctor office, or onsite facility; AND Breath Alcohol Technician - **BAT** uses secure room (ensures aural and visual privacy - one person at a time).
- b. **BAT** ensures the following are completed before performing a breath alcohol test (document accuracy and calibration): 30 day accuracy check of Evidential Breath Tester (EBT); EBT calibrated within last 6 months.
- c. **DONOR** must provide valid photo identification.
- d. **BAT** completes Step 1 of the Breath Alcohol Testing Form.
- e. **DONOR** reads, signs and dates Step 2 of the Breath Alcohol Testing Form.
- f. **BAT** turns on the EBT and conducts air blank on the EBT; AND shows 0.000 BAC result on EBT to **DONOR** (must be done before every test).

g. **BAT** shows and advises **DONOR** of the unique sequential number displayed on the EBT; AND **BAT** prints this sequential number under Screening Test in Step 3 of the Breath Alcohol Testing Form.

h. **DONOR** chooses mouthpiece, then hands to **BAT** who attaches mouthpiece on EBT.

i. **BAT** instructs **DONOR** on how to provide breath sample: take a very deep breath; "blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and tone stops)."

j. **BAT** shows **DONOR** screening test result displayed on the EBT.

k. **BAT** prints result using EBT printer; AND reviews printed result with **DONOR**.

l. **BAT** attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

m. **BAT** completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

n. **DONOR** signs Step 4 of the Breath Alcohol Testing Form.

o. **BAT** gives **DONOR** Copy 2 of the Breath Alcohol Testing Form.

p. **BAT** gives Employer representative Copy 1 of the Breath Alcohol Testing Form.

(2). For Screening Result of 0.020 or Greater:

a. **BAT** shows **DONOR** screening test result displayed on the EBT.

b. **BAT** prints screening test result using EBT printer; AND reviews printed result with **DONOR**.

c. **BAT** attaches printed result to back of each copy of the Breath Alcohol Testing Form in the screening test result block (upper left hand corner).

d. **BAT** explains to **DONOR** that because screening result was 0.020 or greater, the **DONOR** must: take a confirmation test not less than 15 minutes and within 30 minutes from the screening test; not eat, drink, place objects in mouth, belch; not leave testing area.

e. **BAT** conducts "air blank" on EBT; AND shows result on EBT to **DONOR** (must be done before every test). Air blank must read 0.000 BAC.

f. **BAT** shows and advises **DONOR** of the unique sequential number displayed on the EBT.

g. **DONOR** chooses mouthpiece, then hands to **BAT** who attaches mouthpiece on EBT.

h. **BAT** instructs **DONOR** on how to provide breath sample: take very deep breath; "blow forcefully into mouthpiece for at least 6 seconds or until EBT indicates that an adequate amount of breath has been obtained (green light goes out and the tone stops)."

i. **BAT** shows **DONOR** confirmation result displayed on the EBT.

j. **BAT** prints confirmation result using EBT printer; AND reviews printed result with **DONOR**.

k. **BAT** affixes printed result to back of each copy of the Breath Alcohol Testing Form in the confirmation test result block (upper right hand corner).

l. **BAT** completes, signs and dates Step 3 of the Breath Alcohol Testing Form.

m. **DONOR** signs Step 4 of the Breath Alcohol Testing Form.

n. **BAT** gives **DONOR** Copy 2 of the Breath Alcohol Testing Form.

(3). If Confirmation Test Result is 0.020 BAC or greater:

a. **BAT** reiterates to the **DONOR** that he/she agreed not to drive or perform a safety-sensitive function by signing Step 4 of the Breath Alcohol Testing Form.

b. **BAT** immediately notifies (telephonically, in person, etc.) agency (employer) representative of the **DONOR** final alcohol test result.

Collection Control Requirements

(1) In order to assure the urine specimen taken from an individual is properly identified and not accidentally confused with any other specimen, strict chain of custody procedures shall always be used by the Contractor when collecting and transferring the specimen. While performing any part of the chain of custody procedures, the Contractor shall assure the urine specimen and CC Forms are always under the total control of the collection site person. If the

involved collection site person must leave his or her work station momentarily, the specimen and CC Form shall be taken with him or her or must be secured. After the collection site person returns to the work station, the custody process shall continue. If the collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing before he or she leaves the site.

(2) The Contractor shall assure in cases where specimen are provided without direct observation, that collectors always have the container or specimen bottle within sight before and after the individual has urinated. The container shall be tightly capped, properly sealed, and labeled.

(3) The proper CC Forms shall be utilized for the purpose of maintaining control and accountability from initial collection to final disposition of all specimens. These CC Forms shall always accompany the specimens. The CC Forms will identify specimens through use of information which matches label items, and a sequential number assigned to each urine specimen obtained. With each transfer of possession, the CC Form shall be signed and dated by the Agency employee or applicant releasing the specimen and by contract employees accepting the specimen. The purpose of each transfer shall be noted on the CC Form. Every effort shall be made to minimize the number of persons handling the specimens in order to maximize the overall security of the specimens.

(4) Periodically, the Contractor shall be subject to pre and post award quality control inspections and evaluations conducted by the DOI on behalf of the Agencies and/or by agency DPMs. These inspections and evaluations may be unannounced. The Contractor shall be able to demonstrate at all times the effectiveness and reliability of its collection process.

(5) The Contractor shall establish a system to track and resolve specimens requiring an affidavit, specimens with fatal flaws and specimens where either the lab or MRO CC Form is missing. The system shall include preparing and reviewing a written list on a daily basis with the lab and MRO contractors as necessary.

Once the Contractor has received one piece of the case information, the Contractor shall resolve which of the missing pieces is needed to complete and close the case. If one piece but not all of the necessary pieces have been received, the Contractor shall call to obtain the required missing piece(s). The pieces of the case include: lab has electronically reported receiving the specimen, the lab has electronically reported the result, the lab CC Form is received, the MRO CC Form is received. The COTR shall be provided, upon request, with a hard copy and electronic copy (E-mail, ASCII, automated drug testing system, etc.) of the

information for all agencies riding the contract. Each agency shall also be provided, upon request, the data for their own agency.

(6) The Contractor shall call the collector scheduled to perform on-site collections on the day before the on-site collection is to be performed, in order to remind the collector.

(7) The Contractor shall review daily with the COTR the specimens requiring affidavits, fatal flaws, CC Forms missing, and on-site collections. The Contractor shall provide the COTR with an electronic copy of this information (E-mail, ASCII, automated drug testing system, etc.). Each agency shall also be provided the data for their own agency.

Transportation Requirements

(1) After collection of urine specimens, the Contractor shall arrange to ship the specimens to the Government Contract Drug Testing Laboratory on the same day the collection is performed, wherever possible. The specimen shall be placed in appropriate containers (cardboard shipping boxes or containers) and securely sealed to eliminate the possibility of tampering. Collectors shall sign and put the date across the tape sealing the container and shall ensure that the chain of custody documentation is included in each sealed container. An outer mailing wrapper shall be placed around each sealed container. Specimens shall be shipped to the Government Contract Drug Testing Laboratory by overnight express, wherever available. When not available, the U.S. Postal Service overnight express mail shall be used.

(2) Specimens shall, in all cases, be shipped to the Government Contract Drug Testing Laboratory within 24 hours of collection.

(3) The ship-to address for the Government Contract Drug Testing Laboratory is as follows: (NOTE: Government Contract Drug Testing Laboratory may change)

NWT, Inc.
1141 East 3900 South
Salt Lake City, UT 84124

Reports and Records

(1) The Contractor shall provide each Agency DPM or COTR with statistical reports (hard copy) on all collections and MRO results containing specific details on employees and applicants tested in accordance with HHS Guidelines and DOT regulations. The reports shall include specimen number, type of test, drug and/or alcohol test, on-site collections, no shows, QC's, last and first name, social security number,

collection date, collection city and state, clinic number, HHS or DOT test, and cost. The information shall be sorted numerically by specimen number. The statistical reports shall be submitted no later than the fifth of the month following the month during which collection was conducted. The COTR shall also be provided the information electronically (E-mail, ASCII, pdf, excel, automated drug testing system, etc.) upon request. Each agency shall also be provided the data for their own agency.

(2) The Contractor shall establish and maintain a properly secured filing system for all data and records performed under this contract. Records relating to this contract shall be segregated from other records kept by the Contractor for a minimum of 3 years for negative test results and indefinitely for positive, adulterated, and substituted test results, or according to the latest version of HHS guidelines, DOT regulations, or records retention schedule promulgated by the National Archives. The Contractor shall have the ability to sort and provide CC Forms by agency, upon request.

Records resulting from the testing of Government employees or applicants for employment are covered by Privacy Act Systems of Records Notices OPM/GOVT-10 and OPM/GOVT-5 respectively. Destruction of records shall follow regulations issued by the Archivist of the United States (44 U.S.C. 3302). Records shall be destroyed by pulping, macerating, shredding or by otherwise definitively destroying the information contained in the records in accordance with 36 CFR 1228.58. Destruction shall be witnessed by a contractor employee. Electronic records shall be destroyed in accordance with Federal regulations, as approved in advance by the COTR.

(3) Filing System (Records). All records the Contractor maintains in the Secure Filing System, and all other records (including financial records) that disclose the identity of any participating Agency employee shall be treated in a MEDICALLY CONFIDENTIAL MANNER. The Contractor shall protect all such records from disclosure except in accordance with the paragraph on "Availability (Records)."

(4) All records, hard copy and electronic, are subject to the Privacy Act, 5 USC 552a, and other applicable laws and regulations, and shall be maintained and used with the highest regard for employee privacy.

(5) Availability (Records). The Contractor shall not release any records or information relating to participating Agency programs or employees without the advance written approval of the agency COTR/DPM.

The Contractor shall agree to make available its staff members to discuss the collection of a specimen, breath alcohol test, or MRO result with participating Agencies.

Disclosure of records and discussions with staff members under this paragraph shall be on an "unrestricted communications" basis. The Government agrees to provide any necessary consents in accordance with the Privacy Act.

(6) Inspection and Examination. The Contractor shall maintain for inspection and examination by the COTR/DPM all records associated with the collection and MRO results during performance of the contract in accordance with the time periods specified in paragraph H(2). At the conclusion of the contract, the Contractor shall release all records to the Government or its designated representative within 30 days after completion of the contract. This shall include a hard copy and electronic copy (E-mail, ASCII, pdf, excel, automated drug testing system, etc.).

(7) The Contractor shall receive and store prior collection and MRO records. Security and storage shall be in a manner similar to that for records under this contract.

(8) Records Custodian Destination. The Contractor shall designate in writing a custodian of the records of all collections conducted and MRO results under this contract. A copy of the written designation shall be provided to the Contracting Officer and respective agency COTR/DPM. The custodian shall be responsible for maintaining the contractor's records of all aspects of collections conducted and MRO results under this contract. The custodian shall attach a signed and dated certificate to the chain of custody documents, stating as follows:

"I certify that I am the custodian of the participating Agencies' urine collection, breath alcohol and MRO records of (name of contractor), the attached documents were prepared in the normal course of business of the contractor, the documents state the collection information on the items listed therein, and copies of the documents are in my custody."

(signed)

(typed name and position)

(date)

Affidavit

The laboratory, collection contractor and/or MRO may determine an affidavit is required to correct administrative errors on the CC Form, before the specimen is analyzed or result is reported. Once the Contractor has been notified or

identifies a specimen requires an affidavit, the Contractor shall:

- within 6 business hours of receipt, on average, prepare and fax (wherever possible) the affidavit to the actual collector of the specimen;
- instruct the collector to sign, date and fax (wherever possible) the affidavit back to the Contractor on the same day the contractor requests the affidavit;
- follow up with the collector on a daily basis to ensure the affidavit has been faxed; and
- fax (wherever possible) the completed affidavit back to the laboratory and/or MRO on the same day the collector returns the affidavit.

Note: The affidavit shall be sent and returned by facsimile machine or as an E-mail scanned document or other same day electronic method wherever possible, by the Contractor and the collector, and/or MRO and the laboratory.

Materials

(1) The Contractor shall provide HHS and DOT mandated CC Forms that display a currently valid Office of Management and Budget (OMB) control number. The Contractor shall use the OMB approved Federal Drug Testing Custody and Control Form. The bar code labels/numbers shall be mutually agreed upon by the collection and laboratory contractors in order to avoid duplicate numbers. The COTR shall resolve any disputes. The DOI Contractor Officer shall be able to designate the use of a different CC Form as deemed necessary by the DOI. The CC Form shall be shipped with a RED COLOR COVER SHEET OF PAPER; this will help clinics identify federal agency drug tests.

(2) The Contractor shall as requested, provide all labor, materials, and equipment, except that provided as Government Furnished, necessary to perform the collection of specimens and breath alcohol tests. The specimen kit shall be provided in a manner to ensure the contents are drug-free (e.g., sealed in plastic), and include at a minimum: a plastic bottle; plastic transfer bag with adhesive seal; and cardboard shipping box (THE BOX OR LABEL SHALL BE RED IN COLOR); the red color will help clinics identify federal agency drug tests. The bottles and containers for the specimens shall be adequate to ensure acceptance by private overnight carrier services and the U.S. Mail, and safe arrival at destination. The specimen bottles shall be constructed so as to contain at least 60 milliliters of fluid. A temperature strip shall be affixed to the outside of the urine specimen bottle and shall be able to provide readings from 90 to 100 degrees Fahrenheit. The Contractor shall

provide OMB approved U.S. Department of Transportation (DOT) Breath Alcohol Testing Forms as necessary.

The Contractor shall ensure their collection sites are able to provide urine transfer containers for females ("catch cups" to facilitate specimen collection), upon request by the donor.

(3) Except as provided in N.(1) above, the Contractor shall provide all other material, including the bluing agent, necessary for the on-site collection and transportation of the specimens to the point of conveyance to the designated Government Contract Drug Testing Laboratory.

Scanning

The Contractor shall have an automated system to scan and track bar code labels. The automated system shall be able to read the bar codes on the chain of custody form and specimen bottle seal.

Proficiency

The Contractor shall immediately notify the Contracting Officer and COTR if the Contractor is suspended or debarred from Federal contracting. The Contractor shall immediately provide any and all information relating to the facts and circumstances concerning the suspension or debarment to the DOI/DPM. This shall include all related correspondence between the Contractor, HHS, DOT, or any other relevant and related Federal agency.

5. LINE ITEM 0003, OPTION ITEMS 0017, 0031, 0045, 0059

On-site collections shall be charged a two specimen collection per hour minimum for each hour, OR be charged by the total number of specimens collected, whichever number is greater. The start time for charging will begin at the time the Contractor is scheduled to arrive (and does arrive) at the on-site location check in point (ie; front lobby; entrance to installation screening check point; etc). Arrival and departure times shall be directed and set by the agency DPM at the time the on-site tests are being scheduled with the Contractor.

Any arrival and departure time changes shall be approved in advance by the agency DPM. The agency DPM shall ensure they schedule an adequate amount of time to complete the targeted number of collections. If more time is needed to complete the collections than was originally scheduled by the agency (ie; due to shy bladder; employees arriving late to on-site collection; agency scheduling changes; etc), then the Contractor shall decide whether they (the Contractor) will be able to stay at the on-site collection for a time period longer than the time the agency originally scheduled.

6. LINE ITEM 0002, OPTION ITEMS 0016, 0030, 0044, 0058

Quality Control Requirements

(1) The Contractor shall provide QC specimens and design an acceptable methodology whereby QC specimens are distributed throughout the United States and shipped to the Agency Contract Drug Testing Laboratory as blind performance QC specimens. Approximately 20 percent of the QC specimens shall be spiked with determined concentrations (above cutoff levels) of drugs of interest (marijuana, cocaine, opiates, amphetamines, and phencyclidine). Approximately 80 percent of the QC specimens shall be blank, e.g., certified to contain no drugs. In terms of aggregate numbers, approximately 3 percent of the specimens shipped shall be QC specimens. To determine the number of QC specimens, the Contractor shall utilize the previous month's collections as the base number and ship 3 percent of that number as QC specimens for the following month up to a maximum of 100 per Quarter.

(2) All QC specimens utilized in this process shall be confirmed as positive/negative via Gas Chromatography/Mass Spectrometry (GC/MS). Data on the QC specimens shall include: specimen number, location specimen shipped from, whether it is positive or negative and if positive the substance and the concentration level will be provided in a secure manner to the appropriate Agency DAM at least 2 working days before the QC specimen is shipped to the testing laboratory. The Contractor shall agree to maintain complete records on all QC specimens by date, substance as well as the other data referenced above in accordance with this contract. All results shall be charged as a negative; since results are known in advance.

7. LINE ITEM 0004, OPTION ITEMS 0018, 0032, 0046, 0060

K. Contractor Testimony. The Contractor shall make contract personnel available, whenever requested in writing by the Agency DPM, to provide testimony and documentation as required in support of any administrative and/or court action. Travel and per diem costs are above and beyond the testimony rate established in SECTION B. Travel and per diem rates will be based on Government regulations and schedules. Refer to SECTION B.

Note: The DOI had less than 5 incidences of testimony required in FY 2002 and FY 2003.

8. LINE ITEM 0005, 0006, 0007, 0008, OPTION ITEMS 0019, 0020, 0021, 0022, 0033, 0034, 0035, 0036, 0047, 0048, 0049, 0050, 0061, 0062, 0063, 0064

Medical Review Officer

The Contractor shall be able to provide and perform all of the MRO requirements provided in SECTION J, Attachment 2. Refer to SECTION B for pricing.

9. LINE ITEM 0013, 0014, 0027, 0028, 0041, 0042, 0055, 0053, 0069, 0070

The DTS shall have a random generator (generic) that includes the following:

The current DTS internet system shall have a feature to randomly generate and select names and duty stations for drug/alcohol testing under the HHS and DOT programs. The random generator must be fully integrated with the current DTS system, and be available as a selection option from the main menu screen. Also, the random generator must not adversely affect the speed of the current DTS system.

Agencies must be able to randomly select names from a pool of testing positions (HHS and DOT) by exporting the information from their payroll/personnel data files, and automatically import the records in the DTS system. The number of agency data files may vary from small to large in size (ie., 100 to 50k plus records). Also required is a written explanation of the methodology used for the random number generator (ie., dbase4 generates random numbers in a selected range; the algorithm then adds the number 1 to each random number; etc.).

The random generator must allow the agency to perform daily to yearly random drug/alcohol test draws, based on either a percentage or number of tests desired, for any date range selected. Also, the random generator must provide the ability to do random selections by one or more locations (duty stations). In addition, the agency must be able to include people previously selected but not tested.

Once the agency data records are randomly selected, the record information to schedule and track a drug/alcohol test must be able to be sent to all or some of the multiple organizational levels in the current DTS system for the agency. The random generator must also be able to send electronic mail messages (email) to an agency with the random names selected to all or some of the agency DTS system users.

Agencies must be able to designate whether all or some of the DTS users in their organization are able to select, schedule, and view all or some of the drug/alcohol test types and results. Also, the agency must be able to generate a report and file for a specific date range that will send all data record information to a printable file (in pdf, excel, and txt format). In addition, an audit trail record (for 2 years) must be provided to track the random selections, percentages or numbers selected, and cancellations.

The random generator must provide a feature in DTS to allow the agency user to print an acknowledgement of selection form for each random drug test (for both HHS and DOT program). The random generator must provide security at the same or higher level as is currently provided in the current DTS system, including encryption, emergency backup, password changes, and unique user ids and passwords. Training must be provided via the HELP menu in the current DTS system.

The Contractor shall allow the Agency to receive random generator services at the last option year cost as is stated under the contract. Additional requirement details and specifications, and examples for the random generator are provided below. The COTR shall be the sole decision maker concerning whether or not the random generator meets the requirements.

a. Overview

1. random generator program must randomly select names from an agency data file of testing positions; route to appropriate fast users; and interface with existing DTS internet system.
2. random generator feature must be available on existing DTS systems.
3. random generator must be fully integrated with current DTS system.
4. random generator must not affect the speed of the current DTS system.

b. General

1. must be able to select from pool of testing positions that vary from approx 100 to 50k plus employees (hhs and dot).

c. Legend

- a. agencies to provide legend to Collection contractor to identify job titles/organizations within agency.

d. How random selections are routed

- in DTS:

note: system must allow routing of records to at least 6 levels in the organization hierarchy.

1. route the random name list selected to appropriate agency DTS units; and to DTS units above them in the agency DTS hierarchy (as the appropriate request type - pcl; onsite; inhouse).
2. agency to designate how random selections are routed within agency DTS unit hierarchy.
3. maintain random names, once selected, on DTS unit until test has been performed; there are no random no shows (for inhouse collections only).
4. maintain random names selected in DTS unit unless a written authorization is provided by the agency hq.
5. note; only randoms scheduled at clinics will be governed by the 90 day no show rule.

e. DTS levels

1. provide ability to DTS levels to select whether or not to receive results; and which test type(s) can be selected.
- for DTS; need list of agency organizational chart/setup (agency to provide).

f. Random generator

1. provide a unique user id and password in order to access the random generator.
2. provide ability to include both hhs and dot employees in overall pool.
3. provide ability to separate and randomly select just hhs or dot employees.
4. provide ability to do daily; weekly; monthly; quarterly; twice yearly and yearly random draws; from both hhs and dot pools combined or

separately.

5. provide feature to allow user to select the number of random names to be drawn or select a percentage of drug and/or alcohol tests to be performed; date range of selection (by fiscal or calendar year); whether to include people previously randomly selected but not tested before next random selection was made; and how output files are to be sent to DTS users (ie; pdf; excel, txt).
6. provide ability to do random selections by one or more location(s) (duty station).
7. provide explanation of method used for random number generator (ie, dbase4 generates random numbers in selected range; algorithm adds 1 to each number; etc).
8. provide ability to include prior no shows in new random list (by hq or any DTS level).
9. provide ability for hq or other DTS levels to perform random selections.
10. provide ability for random list generated to be imported into DTS levels as pcl, onsite or inhouse request type.
11. for example
 - an employee could be selected for both the hhs and dot testing random programs; if their names/records were in both pools.
 - design the random generator so that it will select an employee name only one time from each pool (hhs or dot) for each time a random draw is generated.
 - lets say there are 50k employees in the total pools (hhs and dot combined); and there are 1700 dot positions included in the overall pool.
 - for example; in the hhs pool; if 20 names are to be randomly generated; the name joe jones can only be selected one time out of the 20 names (this is from the 50k total pool).
 - however; if joe jones is also in the dot pool; and under the dot program; if 20 names are also to be randomly selected; joe jones could also be selected; but only one time out of the 20 dot names (this is from the 1700 dot total pool).

g. Data record file provided by agency

1. agency must provide data field to distinguish between employees in hhs or dot pool; code whether hhs or dot in separate field of data to be imported to random generator program.
2. data fields provided by agency to include; last name; first name; middle initial; ssn; dob; duty location; duty title; hhs or dot position; drug and/or alcohol test; hhs or dot test; pcl, onsite or inhouse; gender; etc
3. standard file format to be specified by Collection contractor to import into existing DTS system
4. Collection contractor will validate file from agency before imported into DTS; corrections to be made by agency before import will accept data.
5. provide ability for data to be automatically imported in each record that includes: name; ssn; test type; nondot or dot (for hhs-tdp or dot-cdl); drug and/or alcohol test; gender; etc.
6. provide ability in the inhouse collection screen to input spec#; date of collection; city and state; in each DTS random record created.
7. provide ability in the pcl and onsite collection screen to input the required in each DTS random record created.

h. Security

1. provide security requirements for random generator that are at same or higher level provided in current DTS system; including: encryption; emergency backup; password changes.

- i. Reports

1. provide option to generate random selection reports including: hhs and/or dot employees randomly selected; list of employees selected but not tested (by date range).

2. provide option to download all data fields to excel; pdf; or txt formats.

3. for example

- the random selection report will be sorted by fast unit; and information in report will include: hhs or dot test; drug and/or alcohol; selection date; and DTS level acronym (ie DOI).

- allow reports to be accessed by all DTS units; except as designated by agency (ie; for bop not to hrm's level4).

- provide option to download all report requests to users pc in excel, pdf, and txt formats.

- j. Audit trail

1. maintain an audit trail of random selections (for 2 years from date of selection).

2. data maintained must include: random selection percentage or number; selection date; cancelled by agency hq info.

- k. acknowledgement of selection form

1. provide feature in DTS to allow agency DTS unit to print an acknowledgement of selection form for each random drug test record in DTS (for either hhs and dot).

2. audit trail must be made available to agency upon request.

3. form must include info below:

- for example

- fax to agency coordinator at fax number 123-456-7890.

- acknowledgement of random selection for hhs drug testing program OR dot drug/alcohol testing (commercial drivers license).

- spec#; date; DTS level acronym (ie DOI).

- donor name; ssn.

- clinic address; tele#

- for donor use.

- you have been identified for drug/alcohol testing under the authority of the hhs or dot programs. Your identification for testing was based on a random sample of the current testing designated positions (tdp's) OR people with a commercial drivers license (cdl). Each individual had an equal chance of selection.

- your refusal to submit to testing may result in disciplinary action up to, and including dismissal.

- your specimen will be tested for the following five drug classes: 1. thc metabolite, or marijuana; 2. cocaine metabolite; 3. phencyclidine, or pcp; 4. codeine, morphine; 5 amphetamines.

- if your test is found to be positive for the presence of one of the above drugs, then you will be contacted by a physician medical review officer (mro). The mro will ask you to submit medical documentation that may support the legitimate use of the identified drug. If the mro finds no legitimate use of the drug(s) in question, the test will be considered positive for illegal drug use.

- if your test is determined to be positive, you may request that a second portion of your original sample be reanalyzed at another

certified laboratory.

- i have read the above information, and i understand that my selection was by means of random sampling, and was not based on any specific knowledge or suspicion of drug use.

- donor name; date.

- notification form will appear in the DTS screen when scheduling a pcl clinic random test (so don't have to go from the report area to the schedule test area in the main menu).

- other agencies will be able to customize the information they want to appear on their form.

1. Training

1. provide training for upgrade via HELP menu item (online training manual to adequately explain steps and process of random generator).

m. other

1.agency can elect to provide employee data file to Collection contractor on weekly; monthly basis; Collection contractor to import data into DTS random generator; agency to review data before scheduling tests.

2. must provide feature to allow DTS user to key in clinic/collector code when scheduling pcl/onsite random tests.

3.random generator button will appear on main menu screen for only those agencies that order the random generator feature.

n. file format (for generic)

Random Generator File Structure

The input file structure is as follows: -

#	Col. Name	Col. Type	Length	Mandatory	Description
1	Request Type	Char	1	N	This column should have a value of '1' if PCL Schedules Collection, '2' for Onsite Collection Requests or '3' for In-house Collections. The system will default it to '1' i.e. PCL Schedules Collection if no value is provided.
2	SSN	Char	11	Y	This column will have the Donor SSN.
3	Sex	Char	1	N	Values would be 'M' – Male , 'F' – Female. The system will default it to 'M' i.e. Male if no value is provided.
4	First Name	Char	30	N	Donor's First Name
5	Middle Name	Char	10	N	Donor's Middle Name
6	Last Name	Char	25	N	Donor's Last Name
7	Home Phone	Char	15	N	Donor's Home phone
8	Work Phone	Char	15	N	Donor's Work phone
9	Coll. Code	Char	4	N	This would be the collector code from the Collection Site List provided to you. Eg : A538 , AA12 etc.
10	Collector City	Char	15	N	This would be the proposed collection city where you would want to schedule the collection.
11	Collector State	Char	2	N	This would be the state code in which you would like PCL to schedule the collection. Typically , if a collection city is provided you might also provide the state.
12	Collector Zip	Char	15	N	This would be the zip code for the

					proposed location where you would like PCL to schedule the collection.
13	Location	Char	20	Y	Location where the employee is working eg. HQ, Division etc..
14	DOT Indicator	Char	1	Y	This would identify whether the individual belongs to DOT or HHS. Valid value for DOT would be 'D'.
15	Job Title	Char	40	N	Determines if the employee is part of the governance group
16	User Defined 1	Char	40	N	User Defined Field
17	User Defined 2	Char	40	N	User Defined Field
18	User Defined 3	Char	40	N	User Defined Field
19	User Defined 4	Char	40	N	User Defined Field

10. LINE ITEM 0011, 0012, 0025, 0026, 0039, 0040, 0053, 0054, 0067, 0068

The DTS shall have a random generator (agency specific) that includes the following:

The DTS internet system shall have a feature to randomly generate and select names and duty stations for drug/alcohol testing under the HHS and DOT programs. The random generator must be fully integrated with the current DTS system, and be available as a selection option from the main menu screen. Also, the random generator must not adversely affect the speed of the current DTS system.

Agencies must be able to randomly select names from a pool of testing positions (HHS and DOT) by exporting the information from their payroll/personnel data files, and automatically import the records in the DTS system. The number of agency data files may vary from small to large in size (ie., 100 to 50k plus records). Also required is a written explanation of the methodology used for the random number generator (ie., dbase4 generates random numbers in a selected range; the algorithm then adds the number 1 to each random number; etc.).

The random generator must allow the agency to perform daily to yearly random drug/alcohol test draws, based on either a percentage or number of tests desired, for any date range selected. Also, the random generator must provide the ability to do random selections by one or more locations (duty stations). In addition, the agency must be able to include people previously selected but not tested.

Once the agency data records are randomly selected, the record information to schedule and track a drug/alcohol test must be able to be sent to all or some of the multiple organizational levels in the current DTS system for the agency. The random generator must also be able to send electronic mail messages (email) to an agency with the random names selected to all or some of the agency DTS system users.

Agencies must be able to designate whether all or some of the DTS users in their organization are able to select, schedule, and view all or some of the drug/alcohol test types and results. Also, the agency must be able to generate a report and file for a specific date range that will send all data record information to a printable file (in pdf,

excel, and txt format). In addition, an audit trail record (for 2 years) must be provided to track the random selections, percentages or numbers selected, and cancellations.

The random generator must provide a feature in DTS to allow the agency user to print an acknowledgement of selection form for each random drug test (for both HHS and DOT program). The random generator must provide security at the same or higher level as is currently provided in the current DTS system, including encryption, emergency backup, password changes, and unique user ids and passwords. Training must be provided via the HELP menu in the current DTS system.

The Contractor shall allow the Agency to receive random generator services at the last option year cost as is stated under the contract. Additional requirement details and specifications, and examples for the random generator are provided below. The COTR shall be the sole decision maker concerning whether or not the random generator meets the requirements.

a. Overview

1. need random generator program to randomly select names from an agency data file of testing positions; route to appropriate DTS users; and interface with existing DTS internet system.
2. random generator feature must be available on existing DTS systems.
3. random generator must be fully integrated with current DTS system.
4. random generator must not affect the speed of the current DTS system.

b. General

1. must be able to select from pool of testing positions that vary from approx 100 to 50k plus employees (hhs and dot).

c. Legend

1. agencies to provide legend to Collection contractor to identify job titles/organizations within agency; and approx number of positions in each.
2. for example
 - human resource management (hrm).
 - regional human resource management (rhrm); 6.
 - health services administrator (hsa); 100.
 - assistant health services administrator (ahsa); 100.
 - regional health services administrator (rhsa); 6.
 - assistant regional health services administrator (arhsa); 6.
 - warden (w); 100.
 - associate warden (aw); 300.
 - director (of all rd's); 1.
 - regional director (rd); 6.
 - assistant regional director (ard); 6.
 - assistant director (ad); 7.
 - central office medical director (comd); 1.
 - hq; bop dpm; 1.

d. How random selections are routed

- in DTS:

note: system must allow routing of records to at least 6 levels in the organization hierarchy.

1. route the random name list selected to appropriate agency DTS units;

and to DTS units above them in the agency DTS hierarchy (as the appropriate request type - pcl; onsite; inhouse).

2. agency to designate how random selections are routed within agency DTS unit hierarchy.

3. maintain random names, once selected, on DTS unit until test has been performed; there are no random no shows (for inhouse collections only).

4. maintain random names selected in fast unit unless a written authorization is provided by the agency hq.

5. note; only randoms scheduled at clinics will be governed by the 90 day no show rule.

e. example of DTS routing

- hq sees all employees; except himself (note; hq is at DTS level 1).

- rhrm sees all employees physically located at his location (note; rhrm is at DTS level 2).

- rhrm's are at the same DTS level 2 as are the hrm's.

- rhrm can only schedule and see results for preemployment and "other" agency test types (cannot see randoms).

- hrm sees only employees physically located at his location (note; hrm is at fast level 2).

- hrm can only schedule and see results for preemployment and "other" agency test types (cannot see randoms).

- hrm does not see randoms (tests or results) of hsa (yet does see hsa applicants).

- rhhsa sees only employees physically located at his location; except himself, the rd, and ard (note; rhhsa is at DTS level 3).

- rhhsa can only schedule random, preemployment, and "other" agency test types (note; cannot see any results).

- rhhsa's are at the same DTS level 3 as are the hsa's.

- hsa sees all employees at his/her institution; except the w, aw, hsa, ahsa (note; hsa is at the fast level 3).

- hsa can only schedule random, preemployment, and "other" agency test types (note; cannot see any results).

- hsa DTS level 3 for sing sing prison will be under hrm DTS level 2 for sing sing prison (so hrm at sing sing can see the preemployment tests done by hsa at sing sing).

g. all central office employees; could be any job title (agency needs to identify org code) go only to hq

h. when aw's selected; warden gets the hsa/ahsa/rhsa to do collection; hsa/ahsa/rhsa calls agency hq (bop dpm) with spec# & collection date; agency hq (bop dpm) calls Collection contractor to enter in DTS.

-in email (random tests only)

- note: system must allow routing to at least 6 levels in organizational hierarchy.

- note: email file must include the fields: name; ssn; job working titles; organization code; etc.

a. hq sees all employees; except himself (hq person goes to comd).

note: hq random list must break employees out by organization code.

b. comd sees only rd's, ad's, the director (of all rd's), and hq person.

c. rd sees all employees in his region; except rd himself (goes to comd).

d. rhhsa sees all employees in his region; except himself, the rd, and ard.

e. warden sees all employees at his institution; except himself (goes to rd).

f. hsa sees all employees at his institution (except himself; w, aw, ahsa).

note: only agency hq office can request drug/alcohol tests be closed without a result; and only comd can request hq persons case be closed.

5. DTS levels

a. provide ability to DTS levels to select whether or not to receive results; and which test type(s) can be selected

b. for example

- level 1: bop (hq-bop dpm); can see everything; or so they say.

- level 2: human resource management (hrm); currently have DTS; can schedule only preemployments and "other" test types; yes can see results (even from preemployment tests scheduled by hsa's).

- level 3: hsa's; can schedule only random; preemployment; and "other" test types; they cannot see any results.

- for DTS; need list of prison organizational chart/setup (agency to provide).

6. Random generator

a. provide a unique user id and password in order to access the random generator.

b. provide ability to include both hhs and dot employees in overall pool.

c. provide ability to separate and randomly select just hhs or dot employees.

d. provide ability to do daily; weekly; monthly; quarterly; twice yearly and yearly random draws; from both hhs and dot pools combined or separately.

e. provide feature to allow user to select the number of random names to be drawn or select a percentage of drug and/or alcohol tests to be performed; date range of selection (by fiscal or calendar year); whether to include people previously randomly selected but not tested before next random selection was made; and how output files are to be sent to fast users (ie; pdf; excel, txt).

f. provide ability to do random selections by one or more location(s) (duty station).

g. provide explanation of method used for random number generator (ie, dbase4 generates random numbers in selected range; algorithm adds 1 to each number; etc).

h. provide ability to include prior no shows in new random list (by hq or any fast level).

i. provide ability for hq or other DTS levels to perform random selections

j. provide ability for random list generated to be imported into DTS levels as pcl, onsite or inhouse request type.

k. for example

- an employee could be selected for both the hhs and dot testing random programs; if their names/records were in both pools.

- design the random generator so that it will select an employee name only one time from each pool (hhs or dot) for each time a random draw is generated.

- lets say there are 50k employees in the total pools (hhs and dot combined); and there are 1700 dot positions included in the overall pool.

- for example; in the hhs pool; if 20 names are to be randomly

generated; the name joe jones can only be selected one time out of the 20 names (this is from the 50k total pool).

- however; if joe jones is also in the dot pool; and under the dot program; if 20 names are also to be randomly selected; joe jones could also be selected; but only one time out of the 20 dot names (this is from the 1700 dot total pool).

7. Data record file provided by agency

a. agency must provide data field to distinguish between employees in hhs or dot pool; code whether hhs or dot in separate field of data to be imported to random generator program.

b. data fields provided by agency to include; last name; first name; middle initial; ssn; dob; duty location; duty title; hhs or dot position; drug and/or alcohol test; hhs or dot test; pcl, onsite or inhouse; gender; etc.

c. standard file format to be specified by Collection contractor to import into existing DTS system.

d. Collection contractor will validate file from agency before imported into fast; corrections to be made by agency before import will accept data.

e. provide ability for data to be automatically imported in each record that includes: name; ssn; test type; nondot or dot (for hhs-tdp or dot-cdl); drug and/or alcohol test; gender; etc.

f. provide ability in the inhouse collection screen to input spec#; date of collection; city and state; in each DTS random record created.

g. provide ability in the pcl and onsite collection screen to input the required in each DTS random record created.

9. Security

a. provide security requirements for random generator that are at same or higher level provided in current fast system; including: encryption; emergency backup; password changes.

10. Reports

a. provide option to generate random selection reports including: hhs and/or dot employees randomly selected; list of employees selected but not tested (by date range).

b. provide option to download all data fields to excel; pdf; or txt formats.

c. for example

- the random selection report will be sorted by DTS unit; and information in report will include: hhs or dot test; drug and/or alcohol; selection date; and fast level acronym (ie ALM).

- allow reports to be accessed by all DTS units; except as designated by agency (ie; not to hrm's level4).

- provide option to download all report requests to users pc in excel, pdf, and txt formats.

11. Audit trail

a. maintain an audit trail of random selections (for 2 years from date of selection).

b. data maintained must include: random selection percentage or number; selection date; cancelled by agency hq info.

12. acknowledgement of selection form

a. provide feature in DTS to allow agency DTS unit to print an

acknowledgement of selection form for each random drug test record in DTS (for either hhs and dot).

b. audit trail must be made available to agency upon request.

c. form must include info below:

- for example
- fax to agency coordinator at fax number 123-456-7890.
- acknowledgement of random selection for hhs drug testing program OR dot drug/alcohol testing (commercial drivers license).
- spec#; date; fast level acronym (ie ALM).
- donor name; ssn.
- for donor use.
- you have been identified for drug/alcohol testing under the authority of the hhs or dot programs. Your identification for testing was based on a random sample of the current testing designated positions (tdp's) OR people with a commercial drivers license (cdl). Each individual had an equal chance of selection.
- your refusal to submit to testing may result in disciplinary action up to, and including dismissal.
- your specimen will be tested for the following five drug classes: 1. thc metabolite, or marijuana; 2. cocaine metabolite; 3. phencyclidine, or pcpc; 4. codeine, morphine; 5 amphetamines.
- if your test is found to be positive for the presence of one of the above drugs, then you will be contacted by a physician medical review officer (mro). The mro will ask you to submit medical documentation that may support the legitimate use of the identified drug. If the mro finds no legitimate use of the drug(s) in question, the test will be considered positive for illegal drug use.
- if your test is determined to be positive, you may request that a second portion of your original sample be reanalyzed at another certified laboratory.
- i have read the above information, and i understand that my selection was by means of random sampling, and was not based on any specific knowledge or suspicion of drug use.
- donor name; date.

13. Training

a. provide training for upgrade via HELP menu item (online training manual to adequately explain steps and process of random generator).

b. provide a solution for agencies to obtain their testing information past the life of the contract

15. Note:

a. decision on whether end product meets requirements determined solely by COTR.