



**COLLIN COUNTY**

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

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**ADDENDUM NO. ONE (1)**

**URINALYSIS TESTING FOR JUVENILE PROBATION**

**RFP NO. 2019- 309**

Effective: October 31, 2019

Remove: Information Regarding Conflict of Interest Questionnaire

Remove: Special Conditions and Specifications

Remove: Line item 9, Drug screen - Chlorpheniramine

Add: Revised Information Regarding Conflict of Interest Questionnaire

Add: Revised Special Conditions and Specifications

Please note all other terms, conditions, specifications, drawings, etc. remain unchanged.

Sincerely,  
Michalyn Rains CPPO, CPPB  
Purchasing Agent

## **INFORMATION REGARDING** **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

[http://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

H. Lynn Hadnot, Director, Juvenile Services

Mike Combest, Assistant Director, Juvenile Services

**Carmichael Williams, Juvenile Probation Unit Supervisor, Juvenile Services**

Dee Anna Harvey, Specialty Court Officer, Juvenile Services

Bill Hale, Specialty Court Officer, Juvenile Services

Purchasing:

Michalyn Rains, CPPO, CPPB – Purchasing Agent

Michelle Charnoski, CPPB – Asst. Purchasing Agent

Meagan Mason, Buyer II

Commissioners' Court:

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

## **4.0 EVALUATION CRITERIA AND FACTORS**

4.1 The award of the contract shall be made to the responsible offeror, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the county will evaluate offerors according to specific criteria and will elevate a certain number of offerors to compete against each other. The proposals will be evaluated on the following criteria.

The county will use a competitive process based upon "selection levels." The county recognizes that if an offeror fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining offerors or to elevate an offeror that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Offerors may, at the discretion of the county, be contacted to submit clarifications or additional information within two (2) business days.

### **LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS**

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements.

### **LEVEL 2 – DETAILED PROPOSAL ASSESSMENT**

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

Points	Evaluation Criteria
30	Firm Overview: Offeror's qualifications, including licenses and certifications, and documented experience and accomplishments in providing similar services. Section (5.17.18, 6.2)
30	General Requirements: The thoroughness of the proposal and the extent to which the content of the proposal addresses the required services, as detailed in this RFP. Section (5.17 - 5.18, 6.3)

40	Cost for Services: Total Cost will be calculated by using: Screen and confirmation costs per line items on eBid Section (5.19, 6.5)
100	Total Points

It is anticipated that the Evaluation Committee will elevate proposals scoring at least 70 points (70%) to Level 3.

**LEVEL 3 – DEMONSTRATION, SITE VISITS, AND INTERVIEWS (OPTIONAL)**

The Evaluation Committee may hear oral presentations (if desired). Offerors are cautioned, however, that oral presentations are at the sole discretion of the committee and the committee is not obligated to request a demonstration or interview. The oral presentation is an opportunity for the Evaluation Committee to ask questions and seek clarification of the proposal submitted. The presentation is not meant as an opportunity for the offeror to simply provide generic background information about the corporation or its experience. Thus, the time will be structured with a minimum time for the offeror to present and the majority of time dedicated to addressing questions from the Evaluation Committee. The oral presentations, if held, will be scheduled accordingly and all presenting offerors will be notified of time and date. The county reserves the right to bypass Level 3 in the evaluation process and move directly to Level 4.

The following criteria is optional and will be used to evaluate those offerors elevated.

Points	Evaluation Criteria
20	Demonstration/interview
20	Offeror provided website and reporting
10	Client References: Offeror’s past performance in providing similar services Section (6.4)
50	Total Points

Proposals may be re-evaluated based upon criteria in Level 2.

**LEVEL 4 –BEST AND FINAL OFFER**

Offerors who are susceptible of receiving award may be elevated to Level 4 for Best and Final Offer. Offerors will be asked to respond in writing to issues and questions raised by the county as well as

any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be re-evaluated based upon criteria in Level 2, and/or 3.

Based on the result of the Best and Final Offer evaluation, a single offeror will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the county, it reserves the right to contact any of the other offerors that have submitted bids and enter into negotiations with them.

## **5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES**

- 5.1 **AUTHORIZATION:** Sealed proposals will be received for services: Urinalysis Testing for Juvenile Probation.
- 5.2 **INTENT OF REQUEST FOR PROPOSAL:** Collin County’s intent of this Request for Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare an RFP response for the testing of urine specimens for the presence of detectable drugs.
- 5.3 **TERM:** Provide for a contract commencing on February 1, 2020 and continuing through and including January 31, 2021 with the option of four (4) one (1) year renewals.
- 5.4 **BACKGROUND:** The current provider is Phamatech, Inc. Juvenile Probation will collect the specimens and store for pickup.
- 5.5 **CONFIDENTIALITY:** All completed and submitted proposals become the property of Collin County. Collin County may use the proposal for any purpose it deems appropriate. Prior to Collin County approval, the proposal material is considered as “draft” and is not subject to the Texas “Public Information Act”, Texas Government Code Chapter 552. After approval by Collin County, the proposal material becomes part of the contract between the vendor and Collin County. Upon signing of a contract, proposals and contracts are subject to the State of Texas “Public Information Act”. If any information is to be considered proprietary, the offeror must place it in a separate envelope and mark it “Proprietary Information”. The State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.
- 5.6 **BINDING EFFECT:** This resulting agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Texas. Collin County’s RFP, the offeror’s proposal in response to the RFP and any additional negotiated conditions reduced to writing will become part of the final contract between the successful offeror and Collin County. This agreement then constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. By mutual agreement, the parties may, from time to time, promulgate scope of service documents to define the scope of services. Such scope of service documents will be incorporated into the contract agreement. Offeror acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local, or federal law, rules, regulations, and orders.
- 5.7 **TRANSITIONAL PERIOD:** Upon normal completion of this contract, not to include termination

for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the offeror to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

- 5.8 PERMITS, TAXES, AND LICENSES: The offeror is responsible for all necessary permits, licenses, fees, and taxes required to carry out the provisions of the RFP. The financial burden for such expenses rests entirely with the company providing the service under the contract.
- 5.9 PRICE REDUCTION: If during the life of the contract, the offeror's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the county shall receive such price reduction.
- 5.10 PRICE REDETERMINATION: A price redetermination may be considered by Collin County only at the twelve (12) month, twenty-four (24) month, and thirty-six (36) month anniversary date of the contract. All requests for price redetermination shall be in written form, shall be submitted a minimum of thirty (120) days prior to anniversary date and shall include documents supporting price redetermination such as manufacturer's direct cost, postage rates, Railroad Commission rates, federal/state minimum wage law, federal/state unemployment taxes, FICA, insurance coverage rates, etc. The offeror's past experience of honoring contracts at the contract price will be an important consideration in the evaluation of the lowest and best offer. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the county.
- 5.11 FUNDING: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the county from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.12 SAMPLES/DEMOS: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.13 APPROXIMATE VALUE: The estimated value of this contract is \$36,000.00 annual spend. Approximate value does not constitute an order.

5.14 **PROPOSAL SCHEDULE:**

RFP released:	Tuesday, October 15, 2019
Deadline for submission of vendor questions:	Monday, October 31, 2019, 5:00 p.m.
Proposals due:	Thursday, November 7, 2019, 2:00 p.m.

Vendor presentations: Optional, approx. December 2019

Anticipated award: January 2020

Effective date of contract: February 1, 2020

Collin County reserves the right to change the schedule of events as it deems necessary.

5.15 APPROXIMATE USAGE: Any information herein is provided as an estimate of volume based on past history. This data is provided for the general information of vendors and is not guaranteed to be relied upon for future volumes. Estimated annual quantities are given for each commodity. Approximate usage does not constitute an order, but only implies the probable quantity the County will use.

	<b>Estimated Annual Quantity</b>
5 panel drug screen – (Amph/Methamphetamine, Barbiturates, Cocaine, Opiates, THC)	2000
5 panel drug screen – (Amph/Methamphetamine, Benzodiazepines, Cocaine, Opiates, THC)	2000
Spice/K2/Synthetic Cannabis	1000
ETG-Alcohol	1000
PCP	120
Dextromethorphan	240
LSD	60
Heroin	60
<del>Chlorpheniramine</del>	<del>240</del>
Positive Confirmations	600

5.16 COLLECTION LOCATION AND HOURS OF OPERATION:

5.16.1 900 E. Park Blvd, Suite 210, Plano, TX 75074.

5.16.1.1 Hours of Operation 9:00a.m.-6:00p.m. Monday through Friday

5.16.2 4690 Community Ave, McKinney, TX 75071.

5.16.2.1 Hours of Operation 9:00a.m.-6:00p.m. Monday through Friday

5.17 SPECIFICATIONS:

- 5.17.1 Offeror shall provide specimen containers, all supplies to collect specimens, and equipment to store specimens in an industry approved environment.
- 5.17.2 Offeror shall provide chain of custody forms with peel-off specimen security seals.
- 5.17.3 Offeror shall provide transportation and all necessary shipping supplies to send specimens for testing.
- 5.17.4 Offeror shall pick up specimens a minimum of two (2) times per week at each location.
- 5.17.5 Offeror shall provide test results within 24 hours for negatives scans, upon receipt of specimen.
- 5.17.6 Offeror shall provide test results within 24 to 48 hours for positives scans, upon receipt of specimen.
- 5.17.7 Offeror shall provide storage of negative specimens for a minimum of seven (7) days.
- 5.17.8 Offeror shall provide storage of positive specimens for a minimum of 180 days.
- 5.17.9 Offeror shall provide storage of specimens confirmed positive by GC/MS or LC/MS/MS to be stored frozen for a minimum of one (1) year.
- 5.17.10 Offeror shall provide three (3) dedicated printers for electronic form generation.
- 5.17.11 Offeror shall provide professional staff for technical consultation for testing and results.
- 5.17.12 Offeror shall provide a toll free number.
- 5.17.13 Offeror shall provide a secure website for Juvenile Probation and Officers to access test results.
- 5.17.14 Offeror shall provide on-site training at each location for navigating and operating the website. A video or webinar may be a suitable training alternative at the location's discretion.
- 5.17.15 Offeror shall provide monthly and quarterly statistical reports as requested.
- 5.17.16 Offeror shall provide separate invoices for Specialty Court and Juvenile Probation test results.
- 5.17.17 Offeror must agree to appear and testify in court when requested at no additional cost to Collin County.
- 5.17.18 Offeror shall have one (1) of the following certifications:
  - 5.17.18.1 TX DPS Accredited – Toxicology
  - 5.17.18.2 DHHS/CLIA Certified

5.17.183 Certified by the College of American Pathologists as a Forensic Urine Drug Testing Laboratory (CAP-FUDT).

5.17.184 SAMSHA is preferred certification.

5.18 OTHER REQUIREMENTS:

5.18.1 Provide urinalysis testing procedures.

5.18.2 Provide a list of supplies the offeror will stock at each location for the collection, storage, and administrative documentation for screening specimens.

5.18.3 Provide a description of the quality control procedures for specimen pickup and delivery to testing lab.

5.18.4 Products and services not specifically mentioned, but which are necessary to provide the functional capabilities described, shall be included in the proposal.

5.18.5 Proposals should not contain promotional or display materials, except as they may directly answer requested information; the section number shall be clearly referenced.

5.19 PRICING SHEET: Refer to line items in eBid for list of screens. Include all fees necessary to complete the services as described.

5.19.1 Offeror shall have the ability to screen for other drugs as necessary.

## **6.0 PROPOSAL FORMAT**

In accordance with the directions below, offeror shall provide a response for each item in sections 5.17 through 5.19 and 6.2 through 6.5 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information. If an item is “not applicable” or “exception taken”, offeror shall state that and refer to Section 7.0 Exceptions, with explanation.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP

name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing  
Attn: Meagan Mason, Buyer II  
2300 Bloomdale, Suite 3160  
McKinney, TX 75071

The envelope in which the proposal is enclosed must be marked:

SEALED PROPOSAL  
RFP 2019-309

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders.

Manual submittals shall include an electronic copy in a searchable format.

If submitting hard copies, submit one (1) original and four (4) copies.

It shall be the responsibility of the offeror to ensure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

POINT OF CONTACT: Information regarding the purchasing process and the contents of this RFP may be obtained online via <http://collincountytx.ionwave.net>, from the Collin County Purchasing Department or email [mmason@co.collin.tx.us](mailto:mmason@co.collin.tx.us), Meagan Mason, Buyer II. All questions regarding the RFP shall be submitted online.

6.2 FIRM OVERVIEW: Offeror is requested to define the overall structure of the Firm to include the following:

- 6.2.1 A descriptive background of your company's history.
- 6.2.2 State your principal business location and any other service locations.
- 6.2.3 What is your primary line of business?
- 6.2.4 How long have you been providing these types of service(s)?

6.3 GENERAL REQUIREMENTS

- 6.3.1 Offeror shall provide a response for each of the requirements in Section 5.17 through 5.18 in order and include item numbers in response. Any exceptions shall be stated in Section 7.0.

6.3.2 Offeror shall follow the format outlined in Section 6.0 when submitting a response.

6.3.3 Supporting Materials: Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Offeror is requested to submit descriptive literature sufficient in detail to enable a comparison of the specifications of the services proposed with that of the requirements stated herein.

#### 6.4 REFERENCES

6.4.1 Offeror is requested to include at least three (3) references with the company names, addresses, telephone numbers, contact person, email addresses, and summary of services provided. The offeror is requested to include references with similar services.

#### 6.5 PRICING

6.5.1 Please see line items on eBid. Be sure to include all items necessary to perform all services.

### **7.0 EXCEPTIONS TO THE RFP**

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the offeror has agreed to all RFP requirements. The response will be considered as confirmed even if it is listed elsewhere as an exception.

<b>Section Number/ Question Number</b>	<b>Required Service Offeror is Unable to Perform</b>	<b>Steps Taken to Meet Requirement</b>