



Collin County, TX

REQUEST FOR PROPOSAL

2026-327

OFFENDER SPECIMEN COLLECTION AND DRUG TESTING SERVICES

RELEASE DATE: June 22, 2026

RESPONSE DEADLINE: July 23, 2026, 2:00 pm

Please refer to the project timeline in this document for all important deadlines.

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1. INTRODUCTION

1.1. SUMMARY

Collin County's intent of this Request for Proposal (RFP) and resulting contract/s is to provide proposers with sufficient information to prepare an RFP response for CSCD, Offender Specimen Collection and Drug Testing Services. It is the intent to procure services from the most qualified firm (s)/organizations(s) for these services. The Department reserves the right to award this RFP in whole or in part to multiple vendors.

1.2. TIMELINE

RFP Released:	June 22, 2026
Deadline for Submission of Questions:	July 9, 2026, 2:00pm
Response Submission Deadline:	July 23, 2026, 2:00pm
Estimated Award of RFP:	August 10, 2026

2. PURPOSE/SCOPE OF WORK

2.1. Background

Intent of Request for Proposal is to provide information to prepare an RFP response for the collection and testing of urine specimens for the presence of detectable drugs and prohibited substances. Specimens shall be screened by immunoassay and confirmed by LC/MS/MS or GC/MS. Panels shall include those listed and any additional panels that selected Offeror may wish to suggest. Proposal shall include pricing for (1) screening only, (2) confirmation after screening, and (3) screening with automatic confirmation of positives. Additional pricing may be proposed for drugs not included in the standard panel, i.e., ecstasy, steroids, etc. Additionally, proposal shall include other types of collection and testing offered, such as oral fluid testing and hair testing, and how those specimens are screened and confirmed.

2.2. Scope of Work for Offender Specimen Collection and Drug Testing Services

Collin County, TX is seeking a qualified vendor to provide comprehensive offender specimen collection and drug testing services. The cost for all services shall be included in the individual laboratory fee. Fees shall be inclusive of, but not limited to UA tech filling out forms, collection of urine, transportation, testing, reporting, and data entry, of drug testing and results for offenders under the supervision of Collin County's Community Supervision Corrections Department (CSCD). The goal is to ensure compliance with court-ordered drug testing requirements and to support the County's efforts in monitoring and rehabilitating offenders.

The vendor shall provide the following services in accordance with all relevant standards and regulations:

1, Service Requirements:

1. Provide Proposer-provided Urinalysis (UA) collection staff. The staffing pattern is the Proposer's option as long as it is sufficient to adequately handle the volume of traffic, including arrangements for backup coverage for court testimony, vacation, sick, etc.
 - i. Qualifications of the Proposer's staff that will be providing day to day services, job title, brief job description, and/or any required training, certifications, and licenses.
2. Provide Proposer-operated randomized UA testing of offenders' functionality or processes as described in this RFP, which could include Offeror-operated Interactive Voice Response (IVR) call-in system.
3. Urinalysis services meeting the highest standards established by the state and federal governments.
4. Provide results in electronic format as described in Section 3 within 48 hours of collection. Proposer is responsible for retrieving and transporting all specimens collected for laboratory testing from all locations daily (collection sites). A detailed chain-of-custody protocol for all specimens following collection shall be discussed in offeror's response.
5. All specimens must be tested for adulteration, dilution, and/or substitution. Proposer must include a statement advising of all methods of detecting these conditions.

6. Proposer must agree to appear and testify in court when requested at no additional cost to Collin County or CSCD. Offeror may seek reimbursement for expenses by filing a witness fee claim form through the State of Texas. The witness fee claim form and the witness fee claims guidelines are accessible through the provided links.
 - <https://comptroller.texas.gov/open-search/?q=witness+fee+claim+form>
 - https://comptroller.texas.gov/open-search/?q=witness+fee+claim+form&site=ctg_collection
7. According to the TDCJ-CJAD Financial Manual, “Offerors who provide offender services in amounts that exceed \$100,000 statewide (one or more CSCDs) must have an annual independent audit of the funds received from CSCDs.” The winning Proposer must provide an independent audit on the total funds received from CSCD for each Fiscal Year (September 1 – August 31) if the \$100,000 threshold is reached. This audit must be completed in accordance with TDCJ-CJAD Audit Guidelines and be submitted to TDCJ- CJAD by December 31st of the current year.
8. It is required that the Proposer's lab be certified by one of the following:
 - Substance Abuse and Mental Health Services Administration (SAMSHA)
 - TX DPS
 - College of American Pathologist (CAP)
9. Proposer shall state their lab certifications and provide copies of any certifications with your proposal. In addition, include all business license information and other credentials that indicate the Proposer is in good standing to conduct business.
10. On the pricing sheet, please state a percent discount that will be applied to services for either Collin County staff have to perform a UA test due to Proposer’s staff being absent and/or unavailable during working hours.
11. Proposer's are required to have their staff member on site for a minimum of 40 hours per week.

Collection and Panels:

Collin County CSCD currently contracts with a private company to provide laboratory testing of urine samples collected for drug testing under a variety of situations. The current standard for testing is urine with LC/MS/MS confirmation but GC/MS is also acceptable. However, there are some “Instant Cup Test” utilized when appropriate. The successful Proposer is responsible for retrieving and transporting all specimens collected for laboratory testing. All specimens must be tested for adulteration, dilution, and/or substitution. Offeror must include a statement advising of all methods of detecting these conditions. The Offeror shall provide automatic confirmations for all positive screens.

1. **Collection Data:** Normal field collections and testing data during May 2025 through April 2026, see Attachment B & Attachment C.

2. **Basic Screens:** The normal UA test panel includes screening by immunoassay for the screens listed below:
 - i. **Five (5) Panel Screen** – amphetamine/methamphetamine, benzodiazepine, cocaine, Opiates, THC, and automatic confirmation by LC/MS/MS if screening is positive.
 - ii. **Six (6) Panel Screen** – amphetamine/Methamphetamine, benzodiazepine, cocaine, Opiates, THC and ETG and automatic confirmation by LC/MS/MS if screening is positive.
 - iii. **Additional Screens:** Per the line listings, please provide an attachment with all other drugs tested upon an Automatic Confirmation of Positives with pricing
3. **Optional Screens:** Additionally, an officer may have an indication of use for another substance, such as steroids, ecstasy, or laboratory test results indicate a need for supplemental testing. The lab shall also conduct additional testing to further refine or clarify indications of the initial results. When either of the first two situations occurs, a request for supplemental testing is submitted to conduct the test (at additional costs to CSCD). Proposer shall provide a price sheet in their proposal response stating a list of the optional screens for each drug, include confirmation fees if screening is positive. This pricing will not be part of the cost of the evaluation due to the low usage and one-off nature of these tests, but will be considered firm pricing for these tests if the need arises.
 - i. Provide a description of the quality control procedures for specimen collection.
 - ii. Provide Urinalysis Testing Procedures and list of supplies.

Randomized Call-In and Web Check in System and Scheduled UA's:

While not all offenders are required to submit to drug testing, a vast majority are required to submit to drug testing. Offenders are selected/referred for urine drug testing in a variety of manners. Many are enrolled in an automated randomized drug testing system that is maintained by the contracting Proposer's lab.

1. High risk offenders are enrolled in the system as random call-in. Random call-in requires the offender to call an IVR (Interactive Voice Response) system daily to retrieve a message as to whether or not they are required to test that day. Persons on random call-in/web check in are scheduled by the Proposer's computerized randomization program, or customized by the supervision officer, to report and provide a specimen at least one (1) time per month. The IVR system records the date, time, and number from which they called. A file is retrieved each day and provided to CSCD with this information as well as those who failed to call or web check in to the system for that day. Immediate electronic notification is preferred. IVR call-in response (level 1) read in the nature of either of the following messages:
 - a. "No test today" (repeated).
 - b. "You must report for testing today"

2. Some offenders are required to submit a specimen on a regular and consistent basis, i.e., weekly, 2 times per week, etc. These are referred to as "Scheduled UAs."
3. Other individuals have schedules or other situations that preclude them in the regular randomized programs and are monitored/referred by their officer consistent with the requirements of the court and case management needs.
4. Additionally, a few (3 to 4 at any given time) offenders have medical situations that preclude urine drug testing and are being tested with alternative methods.

Alternative Testing:

Historically, urine has been considered the "gold standard" for forensic drug testing and the Department has and anticipates continuing to use it as the primary methodology of choice. However, the Department recognizes that there have been significant technology advances in the field and is willing to review proposals for alternative testing methodologies. Proposer's may submit with proposal alternative testing for primary or special situations (as needed) alternatives.

Occasional situations present themselves whereby urine testing does not provide for drug testing within the parameters of special circumstances. Proposer's may negotiate with a third party provider to accomplish the testing, but the Vendor must disclose any third party provider and provide adequate details about the provider. All Third-party providers must be identified and approved by CSCD.

Collection Locations and Hours of Operation:

The contracted laboratory shall provide collectors on-site at two CSCD locations:

1. Collin CSCD - 900 E. Park, Plano, TX. 1 male and 1 female tech on site. Times to be negotiated with winning Proposer.
2. Collin CSCD - 2100 Bloomdale Road, McKinney, TX. 1 male and 1 female tech on site. Times to be negotiated with winning Proposer.
3. Hours of operation are from 8:00am to 5:00pm Monday through Friday with a 1-hour lunch and 5 Saturdays 10:00am to 12:00pm throughout the year.

2. Delivery Requirements:

Electronic Submission of Results

County staff and Officers shall have access to vendor website for results, call in compliance and chain of custody.

1. Description of Operational Website and Case Management System, include interactive website link if available.

3. Reporting Requirements:

The vendor must provide the capability to integrate urine analysis testing data and automatically assess charges within Collin County CSCD's case management system.

At a minimum, the proposed solution shall:

- Support secure electronic data exchange between the vendor's system and the CSCD system, including but not limited to test results, collection data, chain of custody information and participant identifiers.
 - Allow for automated, transmission of test result upon completion, without requiring manual data entry by County Staff.
 - Ensure compatibility with CSCD's existing software environment.
 - Maintain compliance with all applicable data security and privacy standards.
1. Financial – Monthly Billing Invoice (Excel is preferred) - Listing of all tests with the following information: Probationer, Cause#, Date, Chain-Of-Custody #, Test Panel Code, Charge to CSCD. If other departments/programs within the County need to use this contract, Proposer needs to be able to bill invoice separately to different departments/programs.
 2. Statistical Reports to include the following information:
 - i. Number of specimens that were dilute, adulterated, and/or positive (by drug class).
 - ii. Comparisons between collections and results reports. Test results for all specimens collected shall be reported, including specimens that are unable to be tested for whatever reason (e.g., broken chain of custody) data shall be reported.
 - iii. Comparison between screens and confirmations.
 - iv. Report of Results with Multiple Positives
 3. Access to Lab Data: Automated Search/Lookup of Results (missing or suspected missing reports).
 4. RUDTP Logs (Formatted ASCII Text Files):
 - i. Daily log of persons not submitting a test as scheduled (Monday – Friday). (Failure to Submit Log – FTS.)
 - ii. Weekly list of current active enrollments.

4. Provide an Implementation Plan for the proposed product(s)/service(s) to include but not limited to the following areas:

1. Provide a timeline and implementation plan for initiating the requirements in the event the proposal is accepted. Proposer's shall include documentation of all forensic and professional licensures and certifications.
2. Detailed plan for implementing the contract. The implementation plan shall include the following elements: the estimated implementation timeframe; an overview of project phases and project assumptions.

Conclusion

Collin County, TX is committed to ensuring the integrity and effectiveness of its offender monitoring programs. The selected vendor will play a critical role in supporting these efforts by providing reliable and accurate drug testing services. Vendors are encouraged to submit proposals that demonstrate their ability to meet the detailed specifications, service requirements, delivery requirements, and implementation plan outlined in this scope of work.

3. SPECIAL CONDITIONS

3.1. AUTHORIZATION

By order of the Commissioners Court of Collin County, Texas sealed proposals will be received for **2026-327 Offender Specimen Collection and Drug Testing Services.**

3.2. INTENT OF REQUEST FOR PROPOSAL

Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for Offender Specimen Collection and Drug Testing Services.

3.3. TERM

Provide for a two (2) years term contract commencing on the latter of full award and execution of the contract or September 1, 2026. The County shall have the option to renew for three (3) additional one-year periods, not to exceed five (5) years total, with all other terms remaining the same.

3.4. 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 Contractor 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.

3.5. POINT OF CONTACT

Information regarding the purchasing process and the contents of this RFP may be obtained from the Collin County Purchasing Department or email Susan Hayes, Senior Buyer at shayes@co.collin.tx.us.

3.6. FUNDING

Services provided will be paid for from the appropriate fiscal year funds provided by the Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD). Contracts are subject to availability of TDCJ-CJAD funds. All representations made by the Department are subject to the availability of legislative

appropriations and do not represent an obligation on the part of the State of Texas, the Texas Board of Criminal Justice, the Texas Department of Criminal Justice, or the Community Justice Assistance Division.

3.7. PRICE REDUCTION

If during the life of the contract, the Proposers 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.

3.8. PRICE REDETERMINATION

A price re-determination may be considered by Collin County only at the anniversary date (September 1st of each year) of the contract. All requests for price redetermination shall be in written form, shall be submitted on or before April 1st of each year and shall include supporting documentation. Requests for price re-determination shall be based on the percentage increase for the previous twelve (12) month period in the medical component of the Consumer Price Index (CPI) (calculated to the next 1/19th of (1%) of the South region for All Urban Consumers) as published by the United State Department of Labor. For purposes of this contract, the Medical CPI shall not exceed an annual increase of 3.0%. If during the life of the contract, the Vendor'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

3.9. APPROXIMATE VALUE/USAGE

Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is \$600,000.00.

UA tests will be ordered on an as-needed basis. Any other governmental entity who has an Interlocal Agreement with Collin County and wishes to utilize this contract will contact the vendor directly and vendor will bill the entity for their usage.

3.10. TYPE OF CONTRACT

Any contract resulting from this solicitation will be in the form of the County Community Supervision and Corrections Department (CSCD)'s standard Services for Operations Agreement Community Supervision and Corrections Department agreement.

3.11. SAMPLES/DEMOS

When requested, samples/demos shall be furnished free of expense to Collin County.

3.12. FREIGHT/DELIVERY CHARGES:

Any freight or delivery charges shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharges or other fees shall be invoiced or paid by Collin County.

3.13. CONFIDENTIAL OR PROPRIETARY INFORMATION

Collin County is subject to the Texas “Public Information Act”, Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

3.14. BACKGROUND CHECK

All Contractor employees that will be working on site or by Remote Access shall pass a background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required information for background checks.

3.15. PERMITS, TAXES, AND LICENSES

The Proposer 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.

3.16. SUBCONTRACTORS

Contractor shall state names of all subcontractors and the type of work they will be performing. If a contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No Proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful Proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful Proposer's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

3.17. 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 Proposer'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 Proposer 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. Proposer acknowledges and agrees that is will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules, regulations, and orders.

3.18. PROPOSAL SCHEDULE

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

RFP Released:	June 22, 2026
Deadline for Submission of Questions:	July 9, 2026, 2:00pm
Response Submission Deadline:	July 23, 2026, 2:00pm
Estimated Award of RFP:	August 10, 2026

4. INSURANCE REQUIREMENTS

1. Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

1. **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

Each Occurrence	\$1,000,000
Personal Injury &Adv Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

2. **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers Liability	
Liability, Each Accident	\$500,000
Disease - Each Employee	\$500,000
Disease - Policy Limit	\$500,000

- iii. **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

Combined Single Limit - Each Accident	\$1,000,000
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- iv. **Professional/Errors & Omissions Liability** insurance with a two (2) year extended reporting period. If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

Each Occurrence/Aggregate	\$1,000,000
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- v. **Umbrella/Excess Liability** insurance

Each Occurrence/Aggregate	\$1,000,000
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2. With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:
 - i. A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.
 - ii. The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

- iii. All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.
 - iv. All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.
 - v. All copies of Certificates of Insurance shall reference the project/contract number.
3. All insurance shall be purchased from an insurance company that meets the following requirements:
- i. A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.
4. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
- i. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
 - ii. Sets forth the notice of cancellation or termination to Collin County.

5. EVALUATION CRITERIA AND FACTORS

The award of the contract shall be made to the responsible contractor, 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 Texas Local Government Code 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 contractors according to specific criteria and will elevate a certain number of contractors 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/phases.” The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

Compliance Review Phase - Conformance with Mandatory Requirements (Pass/Fail)

The first part of the elevation process (the Compliance Review Phase) is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Contractors may, at the discretion of the County, be contacted to submit clarifications or provide additional information. Once request has been made, contractors will have two (2) business days to respond. Incomplete or noncompliant RFPs may be disqualified.

The following documents shall be submitted as part of the proposal. Failure to provide these documents may deem proposer as non-responsive.

- Lab certification from one of the following:
 - Substance Abuse and Mental Health Services Administration (SAMSHA)
 - TX DPS
 - College of American Pathologist (CAP)
- A descriptive background of your company's history.
- A brief biography and complete resume and licenses of the person(s) who will operate/manage the services provided by Vendor.
- Vendor to provide a copy of the Vendor's organizational chart.
- Detailed response to requirements as outlined in the Scope of Work

Evaluation Phase 1 – Detailed Proposal Assessment & Cost (Maximum 100 Points)

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Phase. See Phase 1 below for criteria. It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Evaluation Phase 2.

Evaluation Phase 2 – Demonstration of Solution (Optional - Maximum 30 Points)

During the interviews, the County will allow presentations to demonstrate their product and/or clarify any questions that the evaluating committee might have. Several of the other evaluation criteria will be clarified and refined, including the implementation plan, ability to meet facilities requirements, and cost. Proposals may be re-evaluated based upon Criteria in previous Evaluation Phases.

Evaluation Phase 3 – Best And Final Offer

Contractors who are susceptible of receiving award may be elevated to Phase 3 for Best and Final Offer. Contractor 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 previous Evaluation Phases.

Based on the result of the Best and Final Offer evaluation, a single contractor or contractors will be identified as the finalist/s 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 contractors that have submitted proposals and enter into negotiations with them.

PHASE 1 - DETAILED PROPOSAL ASSESSMENT & COST

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Vendor's Understanding of Services Required The thoroughness of the proposal and the extent to which the content of the proposal addresses the Services, Delivery, Reporting, and Implementation Plan Requirements detailed in this Scope Of Work.	Points Based	30 <i>(30% of Total)</i>
2.	Firm Overview and Staff Qualifications Vendor's qualifications, including licenses and certifications, documented experience and, accomplishments in providing similar services.	Points Based	25 <i>(25% of Total)</i>
3.	Client References Vendor's past performance in providing similar services	Points Based	15 <i>(15% of Total)</i>
4.	Cost of Services Pricing and fees per Data Collection - Attachment B & Attachment C	Reward Low Cost	30 <i>(30% of Total)</i>

PHASE 2 - DEMONSTRATIONS AND INTERVIEWS (OPTIONAL)

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	DEMONSTRATIONS AND INTERVIEWS (OPTIONAL) The Evaluation Committee may conduct interviews and site visits; however, this is at the sole discretion of the Evaluation Committee and the Committee is not obligated to request it. The interview and site visit is an opportunity for the County Evaluation Committee to ask questions and seek clarification of the proposal submitted. The interview is not meant as an opportunity for the Vendor to simply provide generic background information about the corporation or its experience. The interviews and site visits, if held, will be scheduled accordingly and all Vendors selected for a site visit and or interview will be notified of time and date.	Points Based	30 <i>(100% of Total)</i>

6. GENERAL INSTRUCTIONS

6.1. DEFINITIONS

1. Proposer: refers to submitter.
2. Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.
3. Submittal: refers to those documents required to be submitted to Collin County, by a Proposer.
4. RFP: refers to Request for Proposal.
5. CSP: refers to Competitive Sealed Proposal

6.2. GENERAL INSTRUCTIONS

1. If Proposer does not wish to submit an proposal at this time, please submit a No Proposal response.
2. Awards shall be made not more than ninety (90) days after the time set for opening of Submittals.
3. Collin County is always conscious and extremely appreciative of your time and effort in preparing your Submittal.
4. Collin County exclusively uses OpenGov eProcurement Portal for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your Submittal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.
5. A Submittal may not be withdrawn or canceled by the Proposer prior to the ninety-first (91st) day following public opening of Submittals and only prior to award.
6. It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in Submittals or to accept such Submittals as it shall deem to be in the best interest of Collin County.
7. All RFPs and CSPs submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form Submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.
8. Submittals via email, oral, telegraphic or telephonic will not be accepted. RFPs and CSPs may be submitted in electronic format via [Collin County eProcurement Portal](#).

9. All RFPs and CSPs submitted electronically via [Collin County eProcurement Portal](#). shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.
10. Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all RFPs and CSPs submitted in hard copy paper form only, no flash drives, CD-ROMs or any other form of “plug and play” portable storage device will be accepted as a Submittal. RFPs, and CSPs received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late Submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic Submittals.
11. For hard copy paper form Submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.
12. Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.
13. Any interpretations, corrections and/or changes to a RFP or CSP and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than the date specified in the solicitation. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners Court. Addenda may be transmitted electronically via [Collin County eProcurement Portal](#).
 - i. Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Proposer to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. <https://procurement.opengov.com/portal/collincountytx> telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Proposer’s receipt of any addenda issued. Proposer shall acknowledge receipt of all addenda.
14. All materials and services shall be subject to Collin County approval.
15. Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.
16. Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.
17. Proposers taking exception to the specifications shall do so at their own risk. By proposing substitutions, Proposer shall state these exceptions in the section provided in the RFP/CSP or by

attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

18. Minimum Standards for Responsible Prospective Proposers: A prospective Proposer must meet the following minimum requirements:

- i. have adequate financial resources, or the ability to obtain such resources as required;
- ii. be able to comply with the required or proposed delivery/completion schedule;
- iii. have a satisfactory record of performance;
- iv. have a satisfactory record of integrity and ethics;
- v. be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Proposer's ability to meet these minimum standards listed above.

19. Vendor shall bear any/all costs associated with its preparation of a RFP/CSP Submittal.

20. Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective Proposers during the solicitation process is subject to release under the Act.

21. The Proposer shall comply with Commissioners Court Order No. 2004-167-03-11, County Logo Policy.

22. Interlocal Agreement: Successful Proposer agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.

23. Proposal Openings: All proposals submitted will be read at the County's regularly scheduled proposal opening for the designated project. However, the reading of a proposal at proposal opening should be not construed as a comment on the responsiveness of such proposal or as any indication that the County accepts such proposal as responsive.

The County will make a determination as to the responsiveness of proposals submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The County will notify the successful Proposer upon award of the contract and, according to state law; all proposals received will be available for inspection at that time.

24. Proposer shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

7. TERMS OF CONTRACT

1. A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.
2. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County's Community Supervision Corrections Department (CSCD) and with the support of the Collin County Purchasing Agent.
3. No public official shall have interest in the contract, in accordance with Local Government Code Title 5, Subtitle C, Chapter 171.
4. The Vendor/Contractor/Provider shall comply with Commissioners Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.
5. Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.
6. Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
7. All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.
8. Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.
9. Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result

from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

10. Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.
11. If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:
 - i. In accordance with Section 2253.021 of Texas Government Code, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
 - ii. In accordance with Section 2253.021 of Texas Government Code, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
12. Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
13. The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

14. Collin County's Community Supervision Corrections Department (CSCD), and support of Collin County's Purchasing Department, shall serve as Contract Administrator or shall supervise agents designated by Collin County.
15. All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
16. Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
17. The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
18. Invoices shall be mailed directly to Collin County's Community Supervision Corrections Department (CSCD), 2100 Bloomdale Road, Suite 12262, McKinney, Texas 75071 and to the County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
 - i. Collin County Purchase Order Number;
 - ii. Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
 - iii. Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
19. Payment will be made in accordance with Government Code, Title 10, Subtitle F, Chapter 2251.
20. All warranties shall be stated as required in the Uniform Commercial Code.
21. The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
22. The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
23. The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

24. The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
25. The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
26. Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
27. The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
28. Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
29. Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by Collin County prior to access being granted to Collin County facilities. Upon request, Vendor/Contractor/Provider shall provide list of individuals to the Collin County Purchasing Department within five (5) working days.
30. Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

31. Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
32. Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Proposer will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.
33. Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.
34. Delays and Extensions of Time when applicable:
 - i. If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.
 - ii. If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time

and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

35. **Disclosure of Certain Relationships:** Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.
36. **Disclosure of Interested Parties:** Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.
37. **Vendors/Contractors/Providers** must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.
38. **Force Majeure:** No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to

the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.

8. PRICING PROPOSAL

PRICING PROPOSAL

Pricing of Specimen Collection and Drug Testing Services as described within Scope of Work.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
1	Basic Screens: 5 Panel: Screen with Automatic Confirmation of Positives Amphetamine - Methamphetamine/Cocaine/Opiates/Benzodiazepines/THC	5,452	Each			
2	Basic Screens: 6 Panel: Screen with Automatic Confirmation of Positives ETG/Amphetamine/Cocaine/Opiates/THC/Benzodiazepine	18,006	Each			
3	Additional Screens: All other drugs tested Automatic Confirmation of Positives	1,437	Each			
4	Additional Screens: (oral fluid testing): 5 Panel – Amphetamine, Methamphetamine, Cocaine, Opiates, THC, (Screen with Automatic confirmation of positive)	46	Each			
5	Additional Screens: (oral fluid testing): 5 Panel – Barbiturates, Benzodiazepines, Methadone, PCP, Propoxyphene, (Screen with Automatic confirmation of positive)	5	Each			
6	Additional Screens: (Hair) ETG	53	Each			
7	Additional Screens: (Hair) amphetamine/methamphetamine, cocaine, opiates, PCP, and THC	21	Each			
8	Additional Screens: (Hair) ETG, amphetamine/methamphetamine, cocaine, opiates, PCP, and THC	11	Each			
TOTAL						

9. VENDOR RESPONSE AND PROPOSAL FORMAT

In accordance with the directions below, contractor shall provide a response for each item in this section 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. If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section: Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal.

1. Proposals may be submitted online via <https://procurement.opengov.com/portal/collincountytx/projects/267910>. Electronic submissions are preferred.
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
2300 Bloomdale, Suite 3160
McKinney, TX 75071

If submitting manually, 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.

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.

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

Proposal shall include but not be limited to information on each of the following, and should be formatted in the same order as the following:

1. Firm Overview

Contractor shall define the overall structure of the Firm to include the following:

1. Name, title, and telephone number of Vendor's contact person for all inquiries. The contact person shall be responsible for fielding all inquiries from the County and/or CSCD and providing the Vendor's response.
2. Business form of Vendor (e.g., corporation, partnership, sole proprietor)
3. If a corporation, include the date and state of incorporation.

4. Vendor's Tax Identification Number.
5. A Descriptive Background of your company's history.
6. State your principal business location and address and any other service locations.
7. A list of any of staff who are currently under State, Tribal, and/or Federal indictment or legal supervision including, but not limited to community supervision, probation, parole, mandatory release, pretrial or pre-prosecutorial supervision, and on bond awaiting trial and/or appeal.
8. A list of any civil lawsuits filed or pending on or after January 1, 2016, which were filed against or on behalf of the Vendor in connection with its operations, or any of its employees in connection with their status and/or conduct as employees or any of its sub Vendors in connection with their status and/or conduct as sub Vendors.
9. A list of any criminal cases filed or pending on or after January 1, 2016, in which the Vendor, or any of its employees in connection with their status and/or conduct as employees, or any of its sub Vendors in connection with their status and/or conduct as sub Vendors have been named as defendants.
Vendor shall also provide the status of each case so listed, including disposition when applicable.
10. How long have you been selling product(s) and/or providing service(s)?
11. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
12. List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.

*1.1. Name, title, and telephone number of Vendor's contact person for all inquiries. The contact person shall be responsible for fielding all inquiries from the County and/or CSCD and providing the Vendor's response.**

*Response required

*1.2. Business form of Vendor (e.g., corporation, partnership, sole proprietor)**

*Response required

*1.3. If a corporation, include the date and state of incorporation.**

*Response required

*1.4. Vendor's Tax Identification Number.**

*Response required

*1.5. A descriptive background of your company's history.**

*Response required

*1.6. State your principal business location and address and any other service locations.**

*Response required

*1.7. A list of any of staff who are currently under State, Tribal, and/or Federal indictment or legal supervision including, but not limited to community supervision, probation, parole, mandatory release, pretrial or pre-prosecutorial supervision, and on bond awaiting trial and/or appeal.**

*Response required

*1.8. A list of any civil lawsuits filed or pending on or after January 1, 2016, which were filed against or on behalf of the Vendor in connection with its operations, or any of its employees in connection with their status and/or conduct as employees or any of its sub Vendors in connection with their status and/or conduct as sub Vendors.**

*Response required

*1.9. A list of any criminal cases filed or pending on or after January 1, 2016, in which the Vendor, or any of its employees in connection with their status and/or conduct as employees, or any of its sub Vendors in connection with their status and/or conduct as sub Vendors have been named as defendants. Vendor shall also provide the status of each case so listed, including disposition when applicable.**

*Response required

*1.10. How long have you been selling product(s) and/or providing service(s)?**

*Response required

*1.11. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity?**

☐ Yes

☐ No

*Response required

When equals "Yes"

*1.11.1. Please explain the impact both in organizational and directional terms.**

*Response required

*1.12. List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.**

*Response required

2. STAFF QUALIFICATIONS/ EXPERIENCE/ CREDENTIALS

- 2.1. *A Descriptive background of your company's history*
- 2.2. *A brief biography and complete resume and licenses of the person(s) who will operate/manage the services provided by Vendor.**

Include name, job title, responsibilities, and number of years with experience, along with resume, licenses, certifications, and educational level of staff for each team member or key personnel.

*Response required

- 2.3. *Vendor to provide a copy of the Vendor's organizational chart.**

*Response required

3. GENERAL REQUIREMENTS

3.1. *Requirements**

Vendor shall provide detailed response to all requirements as outlined in the Scope of Work for Offender Specimen Collection and Drug Testing Services. The responses shall be in order and include the reference numbers within this document.

*Response required

4. PRICING AND FEES

All pricing / fees shall be provided within Collin County OpenGov, Section 7 pricing table. The sum for the table will be calculated and evaluated as per the RFP evaluation criteria and factors noted.

5. OTHER QUESTIONS / DOCUMENTATIONS

5.1. *Exceptions**

Please confirm if Proposer is taking any exceptions to this RFP. If the answer is "yes", exceptions must be submitted as a document that can be downloaded in question below.

☐ Yes

☐ No

*Response required

5.2. *Exceptions*

Please download the below documents, complete, and upload.

5.3. *Notice**

Collin County exclusively uses OpenGov eProcurement Portal for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

☐ Please confirm

*Response required

5.4. *Contact Information**

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized List authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and/or offers in response to this solicitation.

*Response required

5.5. *Insurance Acknowledgement**

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.

☐ Please confirm

*Response required

5.6. *Technology Security Breach Acknowledgement**

When VENDOR experiences a data breach or unauthorized access to the Collin County Data, VENDOR will immediately notify the End-User Department Director, the Chief Information Officer (CIO), and the Purchasing Agent. Within two weeks of such breach, a detailed notification is required and shall include the nature of the breach, the data comprised, the involving parties, mitigation efforts, and corrective actions to be taken by VENDOR. Unless Collin County or any of their affiliates is directly responsible for such breach, VENDOR shall be solely responsible for all expenses related to any data breach or unauthorized access to the Collin County data and shall be by liable for all damages, fines, to include litigation cost. Except as set forth above, Collin County shall not be responsible for any expense associated with data breaches or unauthorized access while the Collin County Data is residing in VENDOR cloud services.

☐ Yes

☐ No

*Response required

5.7. *Subcontractors**

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

*Response required

5.8. *Reference No. 1**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

5.9. Reference No. 2*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

5.10. Reference No. 3*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

5.11. Cooperative Contracts*

As permitted under Texas Local Government Code Sections 271.101 and 271.102 and Texas Government Code Section 791.025, other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter- local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?

- ☐ Yes
☐ No

*Response required

5.12. Debarment Certifications*

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

☐ Please confirm

*Response required

5.13. Immigration and Reform Act*

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

☐ Please confirm

*Response required

5.14. Disclosure of Certain Relationships*

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

☐ Please confirm

*Response required

5.15. Anti-Collusion Statement*

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.

☐ Please confirm

*Response required

5.16. Disclosure of Interested Parties*

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

☐ Please confirm

*Response required

5.17. Notification Survey*

In order to better serve our Proposers, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

*Response required

5.18. Critical Infrastructure Affirmation*

Pursuant to section 2275.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2275.0103, or (2) headquartered in any of those countries.

☐ Please confirm

*Response required

5.19. Energy Company Boycotts*

Pursuant to Section 2276.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies, and (2) will not boycott energy companies during the term of the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

☐ Please confirm

*Response required

5.20. *Firearm Entities and Trade Associations Discrimination**

Pursuant to section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent verifies that:

1. It does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

☐ Please confirm

*Response required

5.21. *Information Regarding Conflict of Interest*

During the 79th 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

84th 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: <https://www.ethics.state.tx.us/forms/conflict/>

The vendor acknowledges by doing business or seeking to do business with Collin County that they have been notified of the requirements under Chapter 176 of the Texas Local Government Code and that they are 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: <https://www.collincountytx.gov/Contact/county-officials>

At the time of this solicitation being released, the following are known to be involved in the planning, recommending, selecting, and/or contracting for the attached procurement:

Department:

Leticia Gibbs - Director of Collin County CSCD

Robbin Gilbert - Assistant Director of Collin County CSCD

Teresa Briggs - Supervisor of Collin County CSCD

Anthony Wiseman - Supervisor of Collin County CSCD

Purchasing:

Michelle Charnoski, NIGP-CPP, CPPB – Purchasing Agent

Marci Chrismon, CPPB – Assistant Purchasing Agent

Susan Hayes - Senior Buyer

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

Please download and complete the CIQ attachment and upload if applicable.

5.22. *Conflict of Interest Confirmation**

I have read the conflict of interest information above and will file the CIQ form if a conflict exists.

☐ Please confirm

*Response required

5.23. *W-9**

Please upload your W-9 Form

*Response required

5.24. *AI Acknowledgement**

The County requires that all submitted content be the product of human authorship or have undergone substantial human review and modification. This is to ensure that the final proposal accurately reflects the Proposer’s capabilities, experience, and understanding of the requirements. The Proposer is ultimately responsible for the accuracy, truthfulness, and completeness of their submission. Any submission found to contain misleading information, whether from AI or otherwise, may be subject to penalties or disqualification.

Please confirm all submitted content was either authored by or substantially reviewed a human and not AI and the submission accurately reflects company’s/firm’s capabilities, experience, and understanding of the requirements.

☐ Please confirm

*Response required

5.25. *Proposer Acknowledgement**

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Proposer acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal.

☐ Please confirm

*Response required

Attachment B

TOTAL TESTS

	5 Panel screen*	6 Panel screen**	Hair Panel***	Hair Panel****	ETG screen	Drug Patch	Instant Cup Collection
May '25	468	1142	4	3	1	4	16
June '25	417	1415	3	4	1	4	18
July '25	349	1369	4	4	0	4	12
Aug '25	480	1382	3	2	0	2	12
Sept '25	424	1514	5	0	0	2	18
Oct '25	528	1610	7	1	1	2	28
Nov '25	438	1463	6	2	0	1	14
Dec '25	455	1526	4	0	2	3	13
Jan '26	397	1447	5	2	0	0	22
Feb '26	504	1729	6	2	1	0	14
March '26	468	1775	2	0	5	0	15
April '26	524	1634	4	1	0	0	16
Totals	5452	18006	53	21	11	22	198
Average	682	2251	7	3	1	3	25

*5 Panel: amphetamine/methamphetamine, cocaine, opiates, benzodiazepine, and THC

**6 Panel: ETG, amphetamine/methamphetamine, cocaine, opiates, benzodiazepine, and THC

*** Hair 5 Panel: amphetamine/methamphetamine, cocaine, opiates, PCP, and THC

****Hair 6 Panel: ETG, amphetamine/methamphetamine, cocaine, opiates, PCP, and THC

Attachment C

DRUG	COLLIN COUNTY												Total
	MAY '25	JUN '25	JUL '25	Aug '25	SEP '25	OCT '25	NOV '25	DEC '25	JAN '26	FEB '26	MAR '26	APR '26	
5 Panel Urine Tests	468	417	349	480	424	528	438	455	397	504	468	524	5452
6 Panel Urine Tests	1142	1415	1369	1382	1514	1610	1463	1526	1447	1729	1775	1634	18006
Amphetamines/Methamphetamines	2065	2119	1937	1938	2166	2331	2057	2180	1983	2423	2439	2362	26000
Benzodiazepines	2065	2119	1937	1938	2166	2331	2057	2180	1983	2423	2439	2362	26000
Cannabinoids (THC)	2065	2119	1937	1938	2166	2331	2057	2180	1983	2423	2439	2362	26000
Cocaine	2065	2119	1937	1938	2166	2331	2057	2180	1983	2423	2439	2362	26000
Opiates	2065	2119	1937	1938	2166	2331	2057	2180	1983	2423	2439	2362	26000
ETG	1611	1677	1586	1565	1722	1796	1615	1712	1580	1910	1969	1834	20577
Fentanyl	84	79	88	103	83	92	79	85	69	96	79	81	1018
Barbiturates	144	146	146	156	127	103	94	107	74	91	118	131	1437
Phencyclidine (PCP)	144	146	146	156	127	103	94	107	74	91	118	131	1437

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 it is understood that the contractor has agreed to all RFP requirements, even if a notation is referenced in an individual section.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they