

**TITLE PAGE**

<b>Part I A – Technical Proposal</b>	
RFP Title:	Laboratory Drug and Alcohol Testing
RFP:	3072
Vendor Name:	Drug Free Workplaces, Inc.
Address:	27 W. Romana St. Pensacola, FL 32502
Proposal Opening Date:	July 30, 2013
Proposal Opening Time:	2:00 PM

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**VENDOR INFORMATION SHEET FOR RFP 3072**

**Vendor Must:**

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	Drug Free Workplaces, Inc.	
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V2	Street Address	27 W. Romana St.	
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V3	City, State, ZIP	Pensacola, FL 32502	
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V4	Telephone Number		
	Area Code: 850	Number: 434-3782	Extension:

V5	Facsimile Number		
	Area Code: 850	Number: 434-8244	Extension:

V6	Toll Free Number		
	Area Code: 800	Number: 430-3782	Extension:

V7	<b><i>Contact Person for Questions / Contract Negotiations, including address if different than above</i></b>		
	Name: Dr. Carol Law		
	Title: President		
	Address:		
Email Address: <a href="mailto:law@drugfreeworkplaces.com">law@drugfreeworkplaces.com</a>			

V8	Telephone Number for Contact Person		
	Area Code: 850	Number: 434-3782	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: 850	Number: 434-8244	Extension:

V10	<b><i>Name of Individual Authorized to Bind the Organization</i></b>		
	Name: Dr. Carol Law		Title: President

V11	<b><i>Signature (Individual must be legally authorized to bind the vendor per NRS 333.337)</i></b>		
	Signature: 		Date: 7/25/13

**AMENDMENT SIGNATURE PAGE**

*Refer to the answer to question 2.*

- 70. What is the State currently paying for all services listed 3.33: • DOT urine drug test; • Non-DOT urine drug test; • DOT breath alcohol test; • Non-DOT breath alcohol test; • Non-DOT blood alcohol test; • DOT random pool administration (e.g., additions, deletions, pulls and reports); • DOT employee training; • DOT supervisor training; • DOT substance abuse professional; • Hair drug test; • Deposition of legal testimony; • Phone consultation; • Re-test of original specimen; and • D&L isomer test.

*Refer to the answer to question 3.*

**ALL ELSE REMAINS THE SAME FOR RFP 3072.**

*Vendor must sign and return this amendment with proposal submitted.*

Vendor Name: Drug Free Workplaces  
 Authorized Signature: [Signature]  
 Title: President Date: 7/17/13

<p>This document must be submitted in the "State Documents" section/tab of vendors' technical proposal.</p>
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**ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION**

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked “**Part I B Confidential Technical**” and “**Part III Confidential Financial**”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in *Section 2 “ACRONYMS/DEFINITIONS.”*

*Please initial the appropriate response in the boxes below and provide the justification for confidential status.*

<b>Part I B – Confidential Technical Information</b>			
YES		NO	X
<b>Justification for Confidential Status</b>			

<b>A Public Records CD has been included for the Technical and Cost Proposal</b>			
YES	X	NO	

<b>Part III – Confidential Financial Information</b>			
YES	X	NO	
<b>Justification for Confidential Status</b>			
As a privately owned company, Drug Free Workplaces, Inc.’s financial information is confidential.			

Drug Free Workplaces, Inc.

Company Name

*Carol J. Law*

Signature

Dr. Carol Law

Print Name

7/25/13

Date

**This document must be submitted in Tab IV of vendor’s technical proposal**

**ATTACHMENT C – VENDOR CERTIFICATIONS**

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor’s proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State’s selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Drug Free Workplaces, Inc.

Vendor Company Name

*Carol J Law*

Vendor Signature

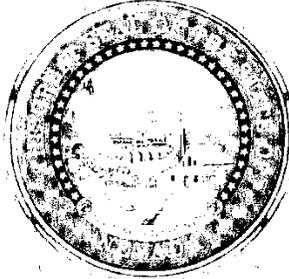
Dr. Carol Law

7/25/13

Print Name

Date

**This document must be submitted in Tab IV of vendor’s technical proposal**



# NEVADA STATE BUSINESS LICENSE

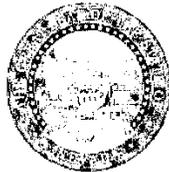
**DRUG FREE WORKPLACES, INC.**  
Nevada Business Identification # NV20081180929

**Expiration Date: June 30, 2013**

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

This license shall be considered valid until the expiration date listed above unless suspended or revoked in accordance with Title 7 of Nevada Revised Statutes.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on May 4, 2012



*[Signature]*  
ROSS MILLER  
Secretary of State

This document is not transferable and is not issued in lieu of any locally-required business license, permit or registration.

*Please Post in a Conspicuous Location*

**You may verify this Nevada State Business License online at [www.nvsos.gov](http://www.nvsos.gov) under the Nevada Business Search.**



# Confirmation

Your confirmation number is **A2TQT**

**Billing Information**

CAROL J LAW  
 27 W ROMANA ST, PENSACOLA, FL 32502

Agency	Job Number	Item	Qty	Unit Price	Subtotal	Status
NV Secretary of State's Office	C20130520-2001	Annual List for 'DRUG FREE WORKPLACES, INC.'			\$325.00	Your payment has been received and you will receive an email with instructions regarding how to obtain your purchased service.
		Annual List	1	\$125.00		
		Business License 6/2013-6/2014	1	\$200.00		
NV - Multiple Agencies		Common Business Registration for DRUG FREE WORKPLACES, INC.	1	No Charge	No Charge	Your service has been processed and you will receive an email with instructions regarding how to obtain your purchased service.
<b>Total:</b>					\$325.00	

You will receive an e-mail when your items have been processed.

[Continue Shopping](#)



State of Florida  
Business Certification

**DRUG FREE WORKPLACES INC**

Is certified under the provisions of  
287 and 295.187, Florida Statutes for a period from:  
*John P Miles* 05/03/2012 to 05/03/2014

*John P Miles*  
John P Miles, Secretary

Florida Department of Management Services  
Office of Supplier Diversity

Office of Supplier Diversity 4050 Esplanade Way, Suite 380 Tallahassee, FL 32399-0950 850.487.0915 www.oscd.dms.state.fl.us

# Drug & Alcohol Testing Industry Association

proudly recognizes

## Drug Free Workplaces, Inc.

as having successfully completed all requirements to become

### Nationally Accredited for Administration of Drug and Alcohol Testing Programs

Valid Through: June 1, 2015



  
Kristina Queen  
DATA Program Director

**Drug & Alcohol Testing Industry Association**  
recognizes

**Drug Free Workplaces, Inc.**  
Pensacola, FL  
as a Member  
in Good Standing

Membership Expires: 9/1/2012  
Member # 45125



*Erin Carbery*  
Erin Carbery  
Membership Director  
DATIA, Washington, DC

**sapacc**  
 Substance Abuse Program  
 Administrators' Certification Commission

This is to certify that

*Carol J. Law*

having presented to the Credentials Committee  
satisfactory evidence of prescribed qualifications and  
having passed an approved examination before the

**Substance Abuse Program Administrators'  
Certification Commission**

in accordance with national standards of competence and expertise  
established for substance abuse program administrators,  
is hereby designated as a

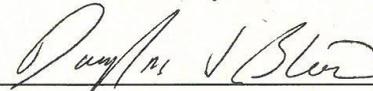
**Certified  
Substance Abuse Program Administrator**

Certificate No. 97-05-026-026x15

and by order of the SAPACC has been entered as such in the  
Registry of Certified Substance Abuse Program Administrators.

Recertification valid through 5/28/2015

Given on May 29, 2012



President, SAPACC



# Certificate

This is to certify that *Carol J. Law, Ph.D.* has successfully completed the

## *Five Year Breath Alcohol Technician Re-certification*

Training Course on March 25th, 2013.

- ✓ Proficient in 49 CFR Part 40 Procedures
- ✓ Successfully completed Seven consecutive error free collections

*Stephanie A. Fryson*  
Instructor Signature

Stephanie A. Fryson  
Instructor Name



Theodore F. Shults, MS, JD  
Chairman  
(919) 489-5407

American Association of Medical Review Officers

July 16, 2013 July 16, 2013

**Verification of Certification for:** Morris Simhachalam, D.O.  
Drug Free Workplaces, Inc.  
27 W. Romana St.  
Pensacola FL 32502

**Certification Number:** 080713209

**Current Certification Date:** July 15, 2013

**Certification Expiration Date:** July 15, 2018

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers ([www.aamro.com](http://www.aamro.com)).

Theodore F. Shults, J.D., M.S.  
Chairman



Theodore F. Shults, MS, JD  
Chairman  
(919) 489-5407

American Association of Medical Review Officers

April 4, 2013

**Verification of Certification for:** Eric Hazbun, M.D.  
6011 Otter Point Road  
Pensacola FL 32504

**Certification Number:** 130317124

**Current Certification Date:** March 17, 2013

**Certification Expiration Date:** March 17, 2018

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers ([www.aamro.com](http://www.aamro.com)).

Theodore F. Shults, J.D., M.S.  
Chairman

# ***MRO ASSISTANT CERTIFICATION PROGRAM***



***Rhonda Yancey***

Certified MROA

***06-8576***

Certificate Number

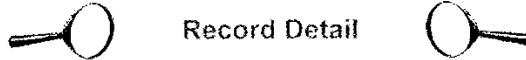
Certified by the

***Medical Review Officer Certification Council***

Effective From the 16<sup>th</sup> Day of October, 2012

Expires On the 16<sup>th</sup> Day of October, 2015

59355



Record Detail

**Nationwide Product & Service Searchable Database**

Result 1 of 1

**Laboratory Corporation of America Holdings**

500 Perimeter Park Dr  
Morrisville, NC 27560

[View Map](#)

**Contact:** Watts Key

**Telephone:** 540-586-0067

**Fax:** 540-586-0067

**Personnel:**

**Email:** [kw@labcorp.com](mailto:kw@labcorp.com)

**Website:** <http://www.labcorpsolutions.com/>

**Accredited for Specimen Collection:**

**DATIA Member Type:** Sustaining

**DATIA Member Since:** 3/3/2003

**Company Description:**

LabCorp Corporate Solutions specializes in urine, hair, oral fluid, and point-of-collection drug-free workplace testing. LabCorp has deployed an electronic chain of custody process (Web COC) in over 1000 of its company owned and operated patient service centers nationwide. Simplify your drug-free workplace testing with LabCorp's suite of online tools. Visit [www.LabCorpSolutions.com](http://www.LabCorpSolutions.com) for information about LabCorp's Web COC.

**Services Offered:** Alcohol Testing  
Non-mandated Testing  
Student Drug Testing  
On-Site Testing  
Collection Services  
Laboratory  
DNA Testing

**Equipment Offered:** Alcohol Testing Kits

**Modes Tested:** FAA FHA FRA FTA RSPA USCG  
DOD DOE NASA NRC FMCSA

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prevented them from being impartial and that these members might have swayed the group to recommend the retirement of most chimpanzees. Others who expressed knowledge of the Council Working Group's activities commented that the members failed to seek diverse input on a range of matters, including certain scientific issues and U.S. laboratory facilities. These commenters stated that the group should have included NIH-funded experts in chimpanzee behavior and chimpanzee research in general. Some commenters believed that the NIH should appoint a new committee to consider the use of chimpanzees in research.

**Response:** The agency believes that the composition of the Council Working Group and consultants was appropriately balanced to provide advice to the Council on NIH-supported research involving chimpanzees and implementing the IOM Committee's recommendations. Members and consultants included experts in behavioral sciences; infectious diseases, including hepatitis; use of alternative models; neuroscience; cognition; colony management; and veterinary medicine. The Council Working Group was charged with providing recommendations on how to implement the IOM Committee's recommendations. The NIH had already accepted the IOM recommendation that most current use of chimpanzees in research is unnecessary.

#### 6. Additional Comments

**Comments:** A few commenters expressed confusion about the number of chimpanzees currently used in NIH-supported and other research. Some had difficulty aligning the number of chimpanzees in NIH-supported research with the census data on NIH-owned or -supported research chimpanzees. Others commented on captive chimpanzee conservation and captive chimpanzees' status as a threatened species. A number of commenters disliked the length of the request for comments form and would have preferred a different format, such as checkboxes to indicate agreement or disagreement with the Council recommendations.

**Response:** The census of chimpanzees on page 32 of the Council Working Group report includes only the chimpanzees that the NIH owns or supports. This table is not a census of all chimpanzees available for research in the United States. According to the IOM Committee's report (<http://iom.edu/Reports/2011/Chimpanzees-in-Biomedical-and-Behavioral-Research->

[Assessing-the-Necessity.aspx](#)), approximately 300 additional chimpanzees available for research are privately owned and housed in research facilities not supported by the NIH. The research projects that the Council Working Group reviewed involved chimpanzees owned or supported by the NIH and chimpanzees that are privately owned and not supported by the agency.

The NIH recognizes that on June 12, 2013 the U.S. Fish and Wildlife Service proposed a rule that would list captive chimpanzees as endangered rather than threatened (<http://www.fws.gov/policy/library/2013/2013-14007.pdf>). The NIH will prepare for a potential final rule that lists captive chimpanzees as endangered and intends to adapt its policies on research projects using chimpanzees to comply with the guidelines that the U.S. Fish & Wildlife Service will establish in its final rule. In addition, we acknowledge concerns about the length of the request for comments form and appreciate the suggestions for easing comment entry in the future.

#### Conclusion

The NIH expresses its appreciation for the comments it received on the Council recommendations on the use of chimpanzees in NIH-supported research. The agency used these comments to inform its decisions about these recommendations and explained its rationale in its responses to the comments in this notice. The NIH recognizes the Council Working Group for its diligence in responding to its charge to advise the NIH on implementing the IOM Committee's recommendations. The NIH intends to prepare procedural guidance and technical assistance for researchers, facility staff, and agency staff to ensure proper implementation of these decisions. Investigators should continue to follow existing guidance (see NOT-OD-12-025 at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-025.htm>) regarding the submission of applications, proposals, or protocols for research involving chimpanzees until the NIH announces the procedural guidance.

Dated: June 26, 2013.

**Francis S. Collins,**

*Director, National Institutes of Health.*

[FR Doc. 2013-15791 Filed 7-1-13; 8:45 am]

**BILLING CODE 4140-01-P**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

#### Current List of Laboratories and Instrumented Initial Testing Facilities Which Meet Minimum Standards To Engage in Urine Drug Testing for Federal Agencies

**AGENCY:** Substance Abuse and Mental Health Services Administration, HHS.  
**ACTION:** Notice.

**SUMMARY:** The Department of Health and Human Services (HHS) notifies Federal agencies of the Laboratories and Instrumented Initial Testing Facilities (IITF) currently certified to meet the standards of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (Mandatory Guidelines). The Mandatory Guidelines were first published in the *Federal Register* on April 11, 1988 (53 FR 11970), and subsequently revised in the *Federal Register* on June 9, 1994 (59 FR 29908); September 30, 1997 (62 FR 51118); April 13, 2004 (69 FR 19644); November 25, 2008 (73 FR 71858); December 10, 2008 (73 FR 75122); and on April 30, 2010 (75 FR 22809).

A notice listing all currently certified Laboratories and Instrumented Initial Testing Facilities (IITF) is published in the *Federal Register* during the first week of each month. If any Laboratory/IITF's certification is suspended or revoked, the Laboratory/IITF will be omitted from subsequent lists until such time as it is restored to full certification under the Mandatory Guidelines.

If any Laboratory/IITF has withdrawn from the HHS National Laboratory Certification Program (NLCP) during the past month, it will be listed at the end and will be omitted from the monthly listing thereafter.

This notice is also available on the Internet at <http://www.workplace.samhsa.gov>.

**FOR FURTHER INFORMATION CONTACT:** Giselle Hersh, Division of Workplace Programs, SAMHSA/CSAP, Room 7-1051, One Choke Cherry Road, Rockville, Maryland 20857; 240-276-2600 (voice), 240-276-2610 (fax).

**SUPPLEMENTARY INFORMATION:** The Mandatory Guidelines were initially developed in accordance with Executive Order 12564 and section 503 of Public Law 100-71. The "Mandatory Guidelines for Federal Workplace Drug Testing Programs", as amended in the revisions listed above, requires strict standards that Laboratories and Instrumented Initial Testing Facilities

(IITF) must meet in order to conduct drug and specimen validity tests on urine specimens for Federal agencies.

To become certified, an applicant Laboratory/IITF must undergo three rounds of performance testing plus an on-site inspection. To maintain that certification, a Laboratory/IITF must participate in a quarterly performance testing program plus undergo periodic, on-site inspections.

Laboratories and Instrumented Initial Testing Facilities (IITF) in the applicant stage of certification are not to be considered as meeting the minimum requirements described in the HHS Mandatory Guidelines. A Laboratory/IITF must have its letter of certification from HHS/SAMHSA (formerly: HHS/NIDA) which attests that it has met minimum standards.

In accordance with the Mandatory Guidelines dated November 25, 2008 (73 FR 71858), the following Laboratories and Instrumented Initial Testing Facilities (IITF) meet the minimum standards to conduct drug and specimen validity tests on urine specimens:

#### Instrumented Initial Testing Facilities (IITF)

None

#### Laboratories

ACL Laboratories, 8901 W. Lincoln Ave., West Allis, WI 53227, 414-328-7840/800-877-7016, (Formerly: Bayshore Clinical Laboratory)

ACM Medical Laboratory, Inc., 160 Elmgrove Park, Rochester, NY 14624, 585-429-2264,

Aegis Analytical Laboratories, 345 Hill Ave., Nashville, TN 37210, 615-255-2400, (Formerly: Aegis Sciences Corporation, Aegis Analytical Laboratories, Inc.)

Alere Toxicology Services, 1111 Newton St., Gretna, LA 70053, 504-361-8989/800-433-3823, (Formerly: Kroll Laboratory Specialists, Inc., Laboratory Specialists, Inc.)

Alere Toxicology Services, 450 Southlake Blvd., Richmond, VA 23236, 804-378-9130, (Formerly: Kroll Laboratory Specialists, Inc., Scientific Testing Laboratories, Inc.; Kroll Scientific Testing Laboratories, Inc.)

Baptist Medical Center-Toxicology Laboratory, 11401 I-30, Little Rock, AR 72209-7056, 501-202-2783, (Formerly: Forensic Toxicology Laboratory Baptist Medical Center)

Clinical Reference Lab, 8433 Quivira Road, Lenexa, KS 66215-2802, 800-445-6917,

Doctors Laboratory, Inc., 2906 Julia Drive, Valdosta, GA 31602, 229-671-2281,

DrugScan, Inc., 200 Precision Road, Suite 200, Horsham, PA 19044, 800-235-4890,

ElSohly Laboratories, Inc., 5 Industrial Park Drive, Oxford, MS 38655, 662-236-2609,

Fortes Laboratories, Inc., 25749 SW Canyon Creek Road, Suite 600, Wilsonville, OR 97070, 503-486-1023,

Gamma-Dynacare Medical Laboratories\*, A Division of the Gamma-Dynacare Laboratory Partnership, 245 Pall Mall Street, London, ONT, Canada N6A 1P4, 519-679-1630

Laboratory Corporation of America Holdings, 7207 N. Gessner Road, Houston, TX 77040, 713-856-8288/800-800-2387

Laboratory Corporation of America Holdings, 69 First Ave., Raritan, NJ 08869, 908-526-2400/800-437-4986, (Formerly: Roche Biomedical Laboratories, Inc.)

Laboratory Corporation of America Holdings, 1904 Alexander Drive, Research Triangle Park, NC 27709, 919-572-6900/800-833-3984, (Formerly: LabCorp Occupational Testing Services, Inc., CompuChem Laboratories, Inc.; CompuChem Laboratories, Inc.; A Subsidiary of Roche Biomedical Laboratory; Roche CompuChem Laboratories, Inc., A Member of the Roche Group)

Laboratory Corporation of America Holdings, 1120 Main Street, Southaven, MS 38671, 866-827-8042/800-233-6339, (Formerly: LabCorp Occupational Testing Services, Inc.; MedExpress/National Laboratory Center)

LabOne, Inc. d/b/a Quest Diagnostics, 10101 Renner Blvd., Lenexa, KS 66219, 913-888-3927/800-873-8845, (Formerly: Quest Diagnostics Incorporated; LabOne, Inc.; Center for Laboratory Services, a Division of LabOne, Inc.)

MedTox Laboratories, Inc., 402 W. County Road D, St. Paul, MN 55112, 651-636-7466/800-832-3244

MetroLab-Legacy Laboratory Services, 1225 NE 2nd Ave., Portland, OR 97232, 503-413-5295/800-950-5295

Minneapolis Veterans Affairs Medical Center, Forensic Toxicology Laboratory, 1 Veterans Drive, Minneapolis, MN 55417, 612-725-2088

National Toxicology Laboratories, Inc., 1100 California Ave., Bakersfield, CA 93304, 661-322-4250/800-350-3515

One Source Toxicology Laboratory, Inc., 1213 Genoa-Red Bluff, Pasadena, TX

77504, 888-747-3774, (Formerly: University of Texas Medical Branch, Clinical Chemistry Division; UTMB Pathology-Toxicology Laboratory)

Pacific Toxicology Laboratories, 9348 DeSoto Ave., Chatsworth, CA 91311, 800-328-6942, (Formerly: Centinela Hospital Airport Toxicology Laboratory)

Pathology Associates Medical Laboratories, 110 West Cliff Dr., Spokane, WA 99204, 509-755-8991/800-541-7891x7

Phamatech, Inc., 10151 Barnes Canyon Road, San Diego, CA 92121, 858-643-5555

Quest Diagnostics Clinical Laboratories d/b/a Advanced Toxicology Network, 3560 Air Center Cove, Suite 101, Memphis, TN 38118, 901-794-5770/888-290-1150, (Formerly: Advanced Toxicology Network)

Quest Diagnostics Incorporated, 1777 Montreal Circle, Tucker, GA 30084, 800-729-6432, (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories)

Quest Diagnostics Incorporated, 400 Egypt Road, Norristown, PA 19403, 610-631-4600/877-642-2216, (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories)

Quest Diagnostics Incorporated, 8401 Fallbrook Ave., West Hills, CA 91304, 818-737-6370, (Formerly: SmithKline Beecham Clinical Laboratories)

Redwood Toxicology Laboratory, 3650 Westwind Blvd., Santa Rosa, CA 95403, 707-570-4434

South Bend Medical Foundation, Inc., 530 N. Lafayette Blvd., South Bend, IN 46601, 574-234-4176 x1276

Southwest Laboratories, 4625 E. Cotton Center Boulevard, Suite 177, Phoenix, AZ 85040, 602-438-8507/800-279-0027

STERLING Reference Laboratories, 2617 East L Street, Tacoma, Washington 98421, 800-442-0438

Toxicology & Drug Monitoring Laboratory, University of Missouri Hospital & Clinics, 301 Business Loop 70 West, Suite 208, Columbia, MO 65203, 573-882-1273

US Army Forensic Toxicology Drug Testing Laboratory, 2490 Wilson St., Fort George G. Meade, MD 20755-5235, 301-677-7085

\*The Standards Council of Canada (SCC) voted to end its Laboratory Accreditation Program for Substance Abuse (LAPSA) effective May 12, 1998. Laboratories certified through that program were accredited to conduct forensic urine drug testing as required by U.S. Department of Transportation (DOT) regulations. As of that date, the certification of those accredited

**ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE  
WITH TERMS AND CONDITIONS OF RFP**

I have read, understand and agree to comply with *all* the terms and conditions specified in this Request for Proposal.

YES            X            I agree to comply with the terms and conditions specified in this RFP.  
\_\_\_\_\_

NO            \_\_\_\_\_            I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors *must* provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Drug Free Workplaces, Inc.

Company Name

*Carol J. Law P.D.*

Signature

Dr. Carol Law

Print Name

7/25/13

Date

*Vendors MUST use the following format.* Attach additional sheets if necessary.

**EXCEPTION SUMMARY FORM**

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

**ASSUMPTION SUMMARY FORM**

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

## SCOPE OF WORK

- 3.1** The awarded vendor(s) shall be certified by the United States Department of Health and Human Resources Substance Abuse and Mental Health Services Administration (SAMHSA) and tests shall be conducted according to United States Department of Health and Human Services (DHHS) and SAMHSA standards. Provide certification document. *Drug Free Workplaces, Inc. utilizes LabCorp as its testing facility. LabCorp conducts all tests according to DHHS and SAMHSA standards and is a SAMHSA-certified testing laboratory. LabCorp is certified by DHHS under the National Laboratory Certification Program (NLCP) for all DOT drug testing requirements. Please see LabCorp certifications in Tab IV – State Documents, Section D – Certifications and Licenses.*
- 3.2** The Medical Review Officer (MRO) shall conform to DHHS requirements. A MRO shall confirm positive tests. *Drug Free Workplaces, Inc.'s MROs conform to all DHHS requirements. MRO reviews are implemented to confirm all positive tests. Additionally, Drug Free Workplaces, Inc. conducts an MRO review process on both positive and negative tests. Our two MROs are certified through the American Association of Medical Review Officers. Copies of MRO certifications are included with this proposal, Tab IV – State Documents, Section D – Certifications and Licenses. Resumes for the MROs are included in Tab VIII – Attachment G/Proposed Staff Resumes.*
- 3.3** When not otherwise regulated by the United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), collectors, collection sites, custody and control forms and specimen collection containers shall conform to DHHS requirements. *Drug Free Workplaces, Inc. utilizes collectors, collection sites, custody and control forms and specimen collection containers that conform to DHHS requirements unless otherwise regulated by the United States Department of Transportation, FMCSA.*
- 3.4** When not otherwise regulated by FMCSA, the awarded vendor(s) shall ensure that over the term of the contract(s) awarded from this RFP that its policies and procedures including, but not limited to, handling, chain of custody, storing, testing and disposing of specimens, disseminating results and retaining specimens in a manner that ensures confidentiality adhere to DHHS and SAMHSA standards. *Drug Free Workplaces, Inc. ensures that its policies and procedures, including but not limited to, handling, chain of custody, storing, testing and disposing of specimens, disseminating results and retaining specimens is in a manner that ensures confidentiality and meets or exceeds DHHS and SAMHSA standards.*
- 3.5** Do you obtain primary source documentation for licenses, board certifications, insurance coverage, etc.? *Drug Free Workplaces, Inc. maintains applicable documentation of licenses, board certifications, insurance coverage, etc.*

**3.6** Testing under FMCSA regulated programs shall be conducted according to the standards and procedures specified for FMCSA testing.

*Drug Free Workplaces, Inc. ensures that testing under FMCSA regulated programs is conducted according to the standards and procedures specified for FMCSA testing.*

**3.7** The awarded vendor(s) shall be able to provide substance abuse training for supervisors and employees to comply with FMCSA regulations. Outline how this requirement would be accomplished, and if requested, be prepared to demonstrate the training.

*Drug Free Workplaces offers numerous training options for both employees and supervisors to not only improve the workplace but also meet State and Federally mandated guidelines. Dr. Carol Law is available to present onsite training programs or clients may take advantage of our certified distance learning classes, which are offered online. Topics include DOT Drug and Alcohol Compliance, Violence in the Workplace, Sexual Harassment, DOT Updates on Rules and Regulations, DOT Mandatory Supervisor Training on Signs and Symptoms of Alcohol and Drugs, and a significant list of other titles. Workshops are also available on CD-Rom. Drug Free Workplaces is pleased to demonstrate our training program at any time.*

*Our online-based Drug Free Workplace interactive training for employees and supervisors meets the requirements in the most current federal government rules and regulations regarding drugs and alcohol. There are specific modules for supervisors as well as employees for Drug Free Workplace training requirements.*

*The State of Nevada and its entities designate a training administrator who accesses training documentation and detailed instructions. Certificates of Completion can be printed with the employee's name. Assigned administrators can check the status of who has been trained, what modules they have completed, and when the training occurred. The modules can be completed to accommodate the time management of the employee.*

**3.8** When not otherwise regulated by FMCSA, drug tests shall comply with DHHS standards. Drug testing shall include testing for the following:

- Marijuana (THC)
- Cocaine
- Opiates
  - Codeine
  - Morphine
  - 6-AM (heroin)
- Amphetamines
  - Amphetamine
  - Methamphetamine
  - MDMA
  - MDA
  - MDEA

Phencyclidine (PCP)

*All drug testing through Drug Free Workplaces, Inc. is conducted according to the standards specified by FMCSA, DOT and comply with DHHS standards. The 5-panel tests include the following:*

- *Marijuana (THC)*
- *Cocaine*
- *Opiates (Codeine, Morphine, 6-AM (heroin))*
- *Amphetamines (Amphetamine, Methamphetamine, MDMA, MDA, MDEA)*
- *Phencyclidine (PCP)*

*Additionally, Drug Free Workplaces, Inc. suggests that any employees who handle medications have a 9-panel testing profile (which includes the 5-panel tests included above, plus Barbiturates, Benzodiazepines, Methadone, and Propoxyphone) that Drug Free Workplaces, Inc. will provide at no added expense.*

- 3.9** List and outline costs for any available testing for additional controlled substances (e.g., methadone, oxycodone, barbiturates, benzodiazepines). Costs for additional panels must be provided separately from the required panels outlined in *Item 3.8*. Provide cutoffs and clinical basis (documentation) for cutoffs and validity of additional panels. Submission of costs shall be in accordance with *Section 5, Cost*.  
*Costs for testing of additional controlled substances are outlined in Part II – Cost Proposal of this response.*
- 3.10** A positive test result for alcohol would be a concentration of alcohol in the person’s blood or breath greater than .01 gram by weight of alcohol per 100 milliliters of his or her blood or per 210 liters of his or her breath.  
*Drug Free Workplaces confirms positive test results for alcohol with a concentration of alcohol in the person’s blood or breath greater than .01 gram by weight of alcohol per 100 milliliters of his or her blood or per 210 liters of his or her breath.*
- 3.11** Testing an individual’s breath for alcohol shall be conducted using a breath-testing device certified in accordance with the “Conforming Products List of Evidential Breath Alcohol Measurement Devices” published by the United State Department of Transportation, National Highway Traffic Safety Administration.  
A positive result on a screening test of a person’s breath shall be confirmed by a second screening test. The second screening test shall be conducted immediately after receipt of the positive result of the first screening test.  
*Drug Free Workplaces, Inc. tests for alcohol using breath-testing devices that are certified in accordance with the “Conforming Products List of Evidential Breath Alcohol Measurement Devices” published by the DOT, National Highway Traffic Safety Administration. Positive results on breath screening tests are confirmed by a second screening test, which is conducted immediately after receipt of the positive result of the first screening test.*
- 3.12** Testing to detect alcohol through a blood draw may be required under this scope of work.  
*Drug Free Workplaces, Inc.’s collection facilities and laboratories are prepared to conduct a blood draw and test for alcohol when required.*
- 3.13** Ability to provide priority service to employees brought in for reasonable suspicion testing. Describe process.  
*In the event that an employee must be brought to a collection facility for reasonable suspicion testing, Drug Free Workplaces, Inc. will work with the department to provide*

*assistance in locating the most efficient site for the required testing. Additional phone numbers will be provided to accommodate the State of Nevada. The collection site will be notified prior to the State of Nevada transporting the employee, and the supervisor will alert the collection site upon arrival to ensure prompt attention.*

- 3.14** Pursuant to NRS 284.4067, if the result of a screening test indicates the presence of any drug which could impair the ability of the individual to perform the duties of employment safely and efficiently:

The laboratory shall conduct another test of the same sample of urine to determine the specific substances and concentration of those substances in the sample.

The individual tested shall be provided with an opportunity to have the same sample tested at his or her expense by a laboratory of his or her choice certified by DHHS. Explain how an employee or potential employee would avail himself or herself of this opportunity.

*If the result of a screening test indicates the presence of any drug which could impair the ability of the individual to perform their employment duties safely and efficiently, the laboratory will conduct another test of the same sample of urine to determine the specific substances and concentration of those substances in the sample. Additionally, the MRO will notify the employee of the positive result and provide them with an opportunity to have the same sample tested at his/her expense by a laboratory of his/her choice, certified by DHHS. The MRO will explain how the employee can avail him/herself of this right and provide a list of certified laboratories from which the employee may select.*

- 3.15** Further tests may be requested for other drugs beyond those listed in *Item 3.8*. Specific requests for the testing of other drugs may be made at the time of testing or after the initial screening. Describe process for requesting testing for additional drug(s).

*If further tests are required, the employer simply calls or sends an email to Drug Free Workplaces, Inc. to request the test, and immediate assistance will be provided to promulgate the requisition. This will initiate the changes desired. New or additional results will be transmitted directly upon completion. Pricing will be given and agreed to before testing on any additional drugs or protocol changes not specified in the RFP.*

- 3.16** Vendors shall submit with their proposals service area(s) and hours of operation. The awarded vendor(s) shall provide collection services on a 24/7/365 basis for the State entities using the contract. This service may be subcontracted out; however, it shall be made available in all locations listed in *Item 3.17*.

*Drug FreeWorkplaces' normal hours of operation are Monday through Friday between 8:00 a.m. and 5:00 p.m. Our collection services are available 24/7/365. Please reference Item 3.17 below for specific collection sites.*

**3.17** Collection sites shall be available in or in close proximity to the following Nevada locations:

- Austin;  
*Banner Occupational Health & Wellness*  
*801 East Williams Ave Ste. 3306; Fallon, NV 89406*  
*775-867-7419*  
*Post-Accident 24/7*  
*Approximately 109 miles to Austin, NV*

*Battle Mountain General Hospital*  
*535 South Humboldt Rd; Battle Mountain, NV 89820*  
*775-635-2550*  
*M-F 8am-4:30pm*  
*Approximately 88 miles to Austin, NV*

*Eureka Medical Center*  
*250 South Main St.; Eureka, NV 89316*  
*775-237-5313*  
*M-F 8am-5pm*  
*Approximately 69 miles to Austin, NV*

*WorkCare – Banner Hospital*  
*115 N. Ada St.; Fallon, NV 89406*  
*775-423-3735*  
*M-F 8am-5pm*  
*Approximately 111 miles to Austin, NV*
- Battle Mountain;  
*Battle Mountain General Hospital*  
*535 South Humboldt Rd; Battle Mountain, NV 89820*  
*775-635-2550*  
*M-F 8am-4:30pm*
- Boulder City;  
*Concentra – Henderson*  
*149 North Gibson Road Ste. H; Henderson, NV 89014*  
*702-559-6275*  
*M-F 8am-6pm*  
*Approximately 14 miles to Boulder City, NV*

*DAT Express Test Management*  
*319 South Water St. #A; Henderson, NV 89015*  
*888-656-1122*  
*M-F 8am-5pm; Lunch Break 12pm-2pm*  
*Approximately 11 miles to Boulder City, NV*

**LabCorp**  
**601 Whitney Ranch Rd C14; Henderson, NV 89014**  
**702-450-4853**  
**M-F 9am-3pm; Lunch Break 11:30am-1pm**  
**Approximately 16 miles to Boulder City, NV**

**LabCorp**  
**2865 Sienna Heights, Ste. #101; Henderson, NV 89052**  
**702-982-6043**  
**Sat. 7am-11am**  
**Approximately 19 miles to Boulder City, NV**

**LabCorp**  
**129 W. Lake Mead Pkwy, Ste. 1; Henderson, NV 89015**  
**702-564-9190**  
**M-F 9am-3pm; Lunch Break 12pm-1pm**  
**Approximately 12 miles to Boulder City, NV**

- **Carson City;**  
**Arc Med Center**  
**2874 North Carson St. Ste. 135; Carson City, NV 89705**  
**775-883-7855**  
**M-F 7am-5pm**

**Carson-Tahoe Regional Medical Center**  
**1600 Medical Pkwy; Carson City, NV 89701**  
**775-445-8000**  
**Post-Accident 24/7**

**Concentra – Carson City**  
**3488 Gonie Rd, Bldg. E, Ste. 141; Carson City, NV 89701**  
**775-887-5030**  
**M-F 8am-5pm**

**LabCorp**  
**604 West Washington St. Ste. D; Carson City, NV 89701**  
**775-885-6777**  
**M-F 10am-4pm**

**LabCorp**  
**926 Incline Way Ste. 105; Incline Village, NV 89461**  
**775-831-0165**  
**M-F 10am-3:30pm; Lunch Break 12:30pm-2pm**  
**Approximately 25 miles to Carson City, NV**

- Cold Springs;  
*Banner Occupational Health & Wellness*  
*801 East Williams Ave Ste. 3306; Fallon, NV 89406*  
*775-867-7419*  
*Post-Accident 24/7*  
*Approximately 60 miles to Cold Springs, NV*  
  
*WorkCare – Banner Hospital*  
*115 N. Ada St.; Fallon, NV 89406*  
*775-423-3735*  
*M-F 8am-5pm*  
*Approximately 61 miles to Cold Springs, NV*
- Elko;  
*Northeastern Nevada Regional Hospital*  
*2001 Errecart Blvd; Elko, NV 89801*  
*775-748-2110*  
*Post-Accident 24/7*  
  
*Pioneer Urgent Care*  
*160 12<sup>th</sup> St; Elko, NV 89801*  
*775-738-2034*  
*M-Th 10am-6pm; F 11am-6pm; Sat. 11am-5pm*
- Ely;  
*William B. Ririe Hospital*  
*15 Ave. H; Ely, NV 85301*  
*775-289-3001*  
*M-F 7am-5pm; Post-Accident 24/7*
- Eureka  
*Eureka Medical Center*  
*250 South Main St.; Eureka, NV 89316*  
*775-237-5313*  
*M-F 8am-5pm*
- Fallon;  
*Banner Occupational Health & Wellness*  
*801 East Williams Ave Ste. 3306; Fallon, NV 89406*  
*775-867-7419*  
*Post-Accident 24/7*  
  
*WorkCare – Banner Hospital*  
*115 N. Ada St.; Fallon, NV 89406*  
*775-423-3735*  
*M-F 8am-5pm*

- Fernley;  
**DATCO, LLC**  
**415 Highway 95 A, Ste. 102; Fernley, NV 89408**  
**775-575-2299**  
**24/7 Mobile**
- Gardnerville/Minden;  
**Carson Valley Medical Center**  
**1107 Highway 395; Gardnerville, NV 89410**  
**775-782-1615**  
**M-F 8am-5pm**  
  
**LabCorp**  
**1760 US Hwy. 395, Ste. L; Minden, NV 89423**  
**775-782-4532**  
**M-F 9am-11am**
- Hawthorne;  
**Mt. Grant General Hospital**  
**1<sup>st</sup> & A Streets; Hawthorne, NV 89415**  
**775-945-2461**  
**By Appointment, Post-Accident 24/7**
- Henderson;  
**Concentra – Henderson**  
**149 North Gibson Road Ste. H; Henderson, NV 89014**  
**702-559-6275**  
**M-F 8am-6pm**  
  
**DAT Express Test Management**  
**319 South Water St. #A; Henderson, NV 89015**  
**888-656-1122**  
**M-F 8am-5pm; Lunch Break 12pm-2pm**  
  
**LabCorp**  
**601 Whitney Ranch Rd C14; Henderson, NV 89014**  
**702-450-4853**  
**M-F 9am-3pm; Lunch Break 11:30am-1pm**  
  
**LabCorp**  
**2865 Sienna Heights, Ste. #101; Henderson, NV 89052**  
**702-982-6043**  
**M-F 9am-3pm; Sat. 7am-11am**  
  
**LabCorp**  
**129 W. Lake Mead Pkwy, Ste. 1; Henderson, NV 89015**  
**702-564-9190**  
**M-F 9am-3pm; Lunch Break, 12pm-1pm**

- Indian Springs;  
*Concentra-Brooks*  
*151 West Brooks Ave.; North Las Vegas, NV 89030*  
*702-399-6545*  
*M-F 8am-6pm*  
*Approximately 41 miles to Indian Springs, NV*

*LabCorp*  
*3440 West Cheyenne, A-400; North Las Vegas, NV 89032*  
*702-645-9067*  
*M-F 9am-3pm; Lunch Break 11am-1pm*  
*Approximately 40 miles to Indian Springs, NV*
- Las Vegas;  
*AMDT – American Mobile Drug Testing*  
*2820 W. Charleston Blvd., Ste 16; Las Vegas, NV 89102*  
*702-248-4464*  
*9am-4pm; Post-Accident 24/7*

*Concentra – Paradise*  
*3900 Paradise Ste. V; Las Vegas, NV 89169*  
*702-369-0560*  
*M-F 7am-6pm*

*Concentra – Polaris*  
*5850 S. Polaris Rd Ste. 100; Las Vegas, NV 89118*  
*702-239-9957*  
*Open 24/7*

*DAT Express Test Management*  
*1601 East Charleston; Las Vegas, NV 89104*  
*888-656-1122*  
*M-F 9am-4:30pm; Lunch Break 12pm-1pm*

*EMSI – Las Vegas*  
*3075 East Flamingo Rd Ste. 102; Las Vegas, NV 89121*  
*702-898-8777*  
*M-F 9am-5pm*

*LabCorp*  
*2801 W. Charleston, Ste. 201; Las Vegas, NV 89102*  
*702-878-4217*  
*M-F 2pm-5pm*

**LabCorp**  
 8551 West Lake Mead, #200; Las Vegas, NV 89128  
 702-383-6309  
 M-F 9am-3pm; Sat 9am-11am

**LabCorp**  
 9315 W. Sunset Rd., Ste #102; Las Vegas, NV 89148  
 702-383-6309  
 M-F 9am-2pm; Lunch Break 11:30am-1pm

**Valley Hospital Medical Center**  
 620 Shadow Lane; Las Vegas, NV 89106  
 702-577-2227  
 Post-Accident 24/7

- **Laughlin;**  
**AMDT – American Mobile Drug Testing**  
 2820 W. Charleston Blvd., Ste 16; Las Vegas, NV 89102  
 702-248-4464  
 9am-4pm; Post-Accident 24/7  
 Approximately 100 miles to Laughlin, NV

**Concentra – Paradise**  
 3900 Paradise Ste. V; Las Vegas, NV 89169  
 702-369-0560  
 M-F 7am-6pm  
 Approximately 95 miles to Laughlin, NV

**Concentra – Polaris**  
 5850 S. Polaris Rd Ste. 100; Las Vegas, NV 89118  
 702-239-9957  
 Open 24/7  
 Approximately 96 miles to Laughlin, NV

**DAT Express Test Management**  
 319 South Water St. #A; Henderson, NV 89015  
 888-656-1122  
 M-F 8am-5pm; Lunch Break 12pm-2pm  
 Approximately 81 miles to Laughlin, NV

**DAT Express Test Management**  
 1601 East Charleston; Las Vegas, NV 89104  
 888-656-1122  
 M-F 9am-4:30pm; Lunch Break 12pm-1pm  
 Approximately 95 miles to Laughlin, NV

*EMSI – Las Vegas  
3075 East Flamingo Rd Ste. 102; Las Vegas, NV 89121  
702-898-8777  
M-F 9am-5pm  
Approximately 92 miles to Laughlin, NV*

*LabCorp  
2801 W. Charleston, Ste. 201; Las Vegas, NV 89102  
702-878-4217  
M-F 2pm-5pm  
Approximately 100 miles to Laughlin, NV*

*LabCorp  
8551 West Lake Mead, #200; Las Vegas, NV 89128  
702-383-6309  
M-F 9am-3pm; Sat 9am-11am  
Approximately 107 miles to Laughlin, NV*

*LabCorp  
9315 W. Sunset Rd., Ste #102; Las Vegas, NV 89148  
702-383-6309  
M-F 9am-2pm; Lunch Break 11:30am-1pm  
Approximately 101 miles to Laughlin, NV*

*Valley Hospital Medical Center  
620 Shadow Lane; Las Vegas, NV 89106  
702-577-2227  
Post-Accident 24/7  
Approximately 99 miles to Laughlin, NV*

*LabCorp  
601 Whitney Ranch Rd C14; Henderson, NV 89014  
702-450-4853  
M-F 9am-3pm; Lunch Break 11:30am-1pm  
Approximately 87 miles to Laughlin, NV*

*LabCorp  
2865 Sienna Heights, Ste. #101; Henderson, NV 89052  
702-982-6043  
Sat. 7am-11am  
Approximately 90 miles to Laughlin, NV*

*LabCorp  
129 W. Lake Mead Pkwy, Ste. 1; Henderson, NV 89015  
702-564-9190  
M-F 9am-3pm; Lunch Break 12pm-1pm  
Approximately 84 miles to Laughlin, NV*

- Lovelock;  
*Pershing General Hospital*  
*885 6<sup>th</sup> St; Lovelock, NV 89419*  
*775-273-2621*  
*M-F 8am-4pm; Post-Accident 24/7*
  
- Mesquite;  
*DAT Express Test Management*  
*561 West Mesquite Blvd; Mesquite, NV 89027*  
*888-656-1122*  
*M-F 9am-5pm; Lunch Break 12pm-1pm*  
  
*LabCorp*  
*1301 Bertha Howe Ave., Ste. 1; Mesquite, NV 89027*  
*702-345-4645*  
*M-F 8am-4pm; Lunch Break 12pm-1pm*
  
- North Las Vegas;  
*Concentra-Brooks*  
*151 West Brooks Ave.; North Las Vegas, NV 89030*  
*702-399-6545*  
*M-F 8am-6pm*  
  
*LabCorp*  
*3440 West Cheyenne, A-400; North Las Vegas, NV 89032*  
*702-645-9067*  
*M-F 9am-3pm; Lunch Break 11am-1pm*
  
- Overton;  
*DAT Express Test Management*  
*561 West Mesquite Blvd; Mesquite, NV 89027*  
*888-656-1122*  
*M-F 9am-5pm; Lunch Break 12pm-1pm*  
*Approximately 39 miles to Overton, NV*  
  
*LabCorp*  
*3440 West Cheyenne, A-400; North Las Vegas, NV 89032*  
*702-645-9067*  
*M-F 9am-3pm; Lunch Break 11am-1pm*  
*Approximately 62 miles to Overton, NV*  
  
*LabCorp*  
*1301 Bertha Howe Ave., Ste. 1; Mesquite, NV 89027*  
*702-345-4645*  
*M-F 8am-4pm; Lunch Break 12pm-1pm*  
*Approximately 38 miles to Overton, NV*

- Pahrump;  
*LabCorp*  
*1420 E. Calvada Blvd #200; Pahrump, NV 89048*  
*775-751-9229*  
*M-F 7am-3pm; Lunch Break 11:30am-1pm*
- Pioche/Panaca/Caliente;  
*Grover C. Dil Medical Center*  
*700 N. Spring Street; Caliente, NV 89008*  
*775-726-3171*  
*Post-Accident 24/7*
- Reno;  
*Arc Med Center*  
*6512 South McCarran Blvd., Ste. D; Reno, NV 89509*  
*775-823-9005*  
*M-F 7am-5pm*  
  
*Concentra-Reno*  
*6410 South Virginia St.; Reno, NV 89511*  
*775-322-5757*  
*M-F 7am-7pm; Sat. 9am-4pm*  
  
*LabCorp*  
*890 Mill St. Suite #105; Reno, NV 89502*  
*775-334-3562*  
*M-F 10am-4:30pm; Sat. 9am-12:30pm*  
  
*LabCorp*  
*15 McCabe Dr. Ste. #103; Reno, NV 89511*  
*775-850-3611*  
*M-F 7am-4pm; Sat. 7am-12pm*  
  
*Nevada Drug and Alcohol Testing*  
*2470 Wrondrel Way; Reno, NV 89502*  
*775-356-5554*  
*M-F 7am-5pm*  
  
*St. Mary's Regional Medical Center*  
*235 W. 6<sup>th</sup> St.; Reno, NV 89503*  
*775-770-3000*  
*Post-Accident 24/7*
- Sparks;  
*Arc Med Center*  
*2205 East Glendale Ave. #131; Sparks, NV 89431*  
*775-331-3361*  
*M-F 7am-5pm*

**Arc Med Center**  
**82 E. Glendale Ave.; Sparks, NV 89431**  
**775-825-0707**  
**M-F 7am-5pm**

**Concentra-Sparks**  
**255 Glendale Ave. Ste. 12; Sparks, NV 89431**  
**775-356-8181**  
**M-F 7am-6pm**

**LabCorp**  
**1335 Baring Blvd.; Sparks, NV 89434**  
**775-331-9297**  
**M-F 10am-4pm**

- Tonopah;  
**Nye Regional Medical Center**  
**825 Erie Main St.; Tonopah, NV 89049**  
**775-482-2418**  
**M-F 8am-5pm; Post-Accident 24/7**
  
- Wendover;  
**Wells Rural Medical Clinic**  
**197 Baker St.; Wells, NV 89835**  
**775-752-3322**  
**M-Th 7:30am-5:30pm; Lunch Break 12pm-1pm**  
**Approximately 60 miles to Wendover, NV**
  
- Wells;  
**Wells Rural Medical Clinic**  
**197 Baker St.; Wells, NV 89835**  
**775-752-3322**  
**M-Th 7:30am-5:30pm; Lunch Break 12pm-1pm**
  
- Winnemucca; and  
**Humboldt General Hospital**  
**118 East Haskell St.; Winnemucca, NV 89445**  
**775-623-5222**  
**Post-Accident 24/7**
  
- Yerington  
**South Lyon Medical Center**  
**Whiteacre & Surprise; Yerington, NV 89447**  
**775-463-2301**  
**Post-Accident 24/7**

*Yerington Paiute Tribal Clinic  
171 Campbell Lane; Yerington, NV 89447  
775-463-3335  
M-F 10am-4pm*

- 3.18** If a collections site(s) is not available at any of the locations listed in *Item 3.17*, provide the closest location for each location that does not have a collection site available. Provide city, state (if applicable) and miles between location and closest collection site.  
***Drug Free Workplaces, Inc.'s collection sites that are in or nearest to the cities named in the RFP are noted in Item 3.17 above. Cities without a collection site have the closest collection site(s) noted with the city, state, and the approximate mileage between the collection site and the applicable city.***
- 3.19** Occasionally, a State entity may need to use services outside of the State of Nevada. Provide information on out-of-state services and explain how these would be accessed.  
***Should a State entity require services outside of the State of Nevada, they may utilize one of Drug Free Workplaces' network of over 2000 collection sites. Services and locations will be provided upon request.***
- 3.20** The awarded vendor(s) shall provide a contact name and number for questions, available Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Time. Provide this contact person's name and direct telephone number.  
***Dr. Carol Law is the contact person for questions and is available Monday through Friday between 8:00 a.m. and 5 p.m., Pacific Time. She may be reached at 850-434-3782.***
- 3.21** The awarded vendor(s) shall maintain a listing of State entities that may use the contract. Each State entity shall be assigned a unique code for purposes of testing, billing and tracking even for those State entities that do not consistently use the contract.  
***Drug Free Workplaces, Inc. will maintain a listing of State entities authorized to use our contracted services. Each State entity will be assigned a unique code for all testing, billing, and tracking purposes.***
- 3.22** Return to work testing may be at an employee's expense. The awarded vendor(s) shall have the ability to allow employees to purchase testing services directly.  
***Drug Free Workplaces, Inc. can allow employees to purchase collection and testing services directly, which may be utilized in return to work situations so testing is at an employee's expense.***
- 3.23** Test results shall be provided to the appropriate entity using confidential protocol (i.e., secure web based program, e-mail or fax). Provide available methods and explain how confidentiality is assured in each method.  
***DFW maintains the highest level of quality in our testing and reporting procedures, utilizing the most secure and scientifically accurate manner in regards to securing Web-based programming, email or faxed results. We have established a secure comprehensive communication system which allows the fastest exchange of data via email and fax as well as real-time information exchange over secure internet servers. Our confidential protocol meets or exceeds standards required by the federal DOT.***

- 3.24** The awarded vendor(s) shall be able to provide a qualified expert to testify in court or an administrative hearing to substantiate the test results and preservation of “Chain of Custody.”  
***Drug Free Workplaces, Inc. will provide a qualified expert to testify in court to substantiate test results and preservation of the “Chain of Custody.”***
- 3.25** The awarded vendor(s) will render an invoice on a monthly basis to each individual entity (i.e. department, agency, board, commission, university or community college, political subdivision etc.) that used the contracted services during the previous month. The invoice shall list dates of collection, tests performed and dates the results were transmitted to the entity.  
***Drug Free Workplaces, Inc. will render an invoice on a monthly basis to each individual entity that used the contracted services during the previous month. The invoice will list dates of collection, tests performed and dates the results were transmitted to the entity.***
- 3.26** The awarded vendor(s) shall provide timely (i.e., on or before the 20<sup>th</sup> of the month following the end of the quarter) quarterly reports to Nevada Human Resources Management (HRM) at no additional cost to the State, detailing the number, cost and type of tests performed, including the total of positive and negative results by entity. Provide a sample report.  
***Drug Free Workplaces, Inc. will provide quarterly reports to Nevada HRM on or before the 20 of the month following the end of the quarter at no additional cost to the State. Quarterly reports will detail the number, cost, and type of tests performed, including the total of positive and negative results by entity. A sample quarterly report is included in Tab IX – Other Informational Material of this response. Please note that Drug Free Workplaces, Inc. will tailor the quarterly report to meet the State of Nevada’s needs.***
- 3.27** If applicable, describe your implementation plan to meet a start date of January 1, 2014.  
***As this is a continuation of our current relationship, Drug Free Workplaces, Inc. is prepared to continue providing the high quality implementation, collection, and testing services we have offered the State of Nevada since 2008.***
- 3.28** Describe your quality assurance/control program(s).  
***Drug Free Workplace’s standard operating procedures for quality assure and control meet or exceed the DHHS standards. Our experienced staff maintains records with confidentiality, ensuring security and integrity during the process. We are Nationally Accredited for the Administration of Drug and Alcohol Testing Programs through the Drug and Alcohol Testing Industry Association (DATIA). Our standards have also passed peer review.***
- 3.29** Do you currently have the following in the State of Nevada?  
A local representative?  
***Drug Free Workplaces, Inc. offers an extensive network of collection facilities in the State of Nevada. Our Third Party Administrator services are performed from our headquarters in Pensacola, Florida, and we are available for immediate assistance 24 hours a day.***

An established network of providers? Submit a list of current Nevada providers.  
This can be included as an attachment to your proposal.

***Drug Free Workplaces, Inc.'s established network of providers throughout the State of Nevada provide collection site services. A list is included in Item 3.17 in this Scope of Work.***

- 3.30** Confirm that your organization certifies that it is in full compliance with the Health Insurance Portability Accountability Act (HIPAA) regulations protecting the privacy and security of individually identifiable health information and the Americans with Disabilities Act (ADA).  
***Drug Free Workplaces certifies that it is in full compliance with HIPPA regulations and the ADA. Transmission and receipt of individually identifiable health information is handled securely.***
- 3.31** All data is the property of the State. Data cannot be shared, distributed, or used outside contract specification without permission from HRM.  
***Drug Free Workplaces, Inc. will not share, distribute or use data outside the contract specifications without permission from HRM.***
- 3.32** Provide pre-printed chain of custody forms for DOT regulated drug testing. Provide pre-printed chain of custody forms for non-DOT drug testing and/or provide electronic chain of custody format. If providing electronic chain of custody format for non-regulated drug testing, explain in detail the system and process that will be used.  
***Pre-printed chain of custody forms for DOT regulated and non-DOT drug testing are provided in Tab IX – Other Informational Material of this response.***  
  
***Non-DOT regulated electronic chain of custody forms are provided through LabCorp Web Tools, a suite-based application that enables authorized users to securely and confidentially view specimen status, re-transmit specimen results, view laboratory scanned chain of custody (COC) images and register donors for drug screen specimen collection at a web COC capable site. Web COC guides specimen collectors through each step of the collection process to produce a non-regulated COC form on-site. Collection site addresses are provided to the registrar and the donor through a zip code field.***
- 3.33** Provide detailed listing of costs and cost basis for all services referenced and associated services to include, at a minimum:
- DOT urine drug test;
  - Non-DOT urine drug test;
  - DOT breath alcohol test;
  - Non-DOT breath alcohol test;
  - Non-DOT blood alcohol test;
  - DOT random pool administration (e.g., additions, deletions, pulls and reports);
  - DOT employee training;
  - DOT supervisor training;
  - DOT substance abuse professional;
  - Hair drug test;
  - Deposition of legal testimony;

- Phone consultation;
- Re-test of original specimen; and
- D&L isomer test.

*A detailed listing of costs and cost basis for all services referenced and associated services listed above are outlined in Part II – Cost Proposal of this response.*

- 3.34** The Scope of Work, as defined herein, is subject to changes as promulgated by the federal, State and local agencies governing drug and alcohol testing to include the State of Nevada Personnel Commission.

*Drug Free Workplaces, Inc. is willing to make mutually agreed open changes to this Scope of Work as promulgated by the federal, State, and local agencies governing drug and alcohol testing following the awarding of the contract.*

- 3.35** The awarded vendor(s) shall advise the designated HRM contact of any changes in federal drug testing regulations or guidelines and shall act as subject matter expert on related issues.

*Because the drug testing and regulation industry is constantly evolving, Drug Free Workplaces, Inc. has a research staff that focuses on regulatory and legal subjects and assists in the resolution of compliance issues. Our staff also provides updates on Federal and State guidelines relative to drug testing and DOT compliance. Drug Free Workplaces, Inc. serves as subject matter experts on related issues for our clients and the industry at large.*

**COMPANY BACKGROUND AND REFERENCES**

**7.1 VENDOR INFORMATION**

Vendors must provide a company profile in the table format below.

<b>Question</b>	<b>Response</b>
Company name:	<i>Drug Free Workplaces, Inc.</i>
Ownership (sole proprietor, partnership, etc.):	<i>Corporation</i>
State of incorporation:	<i>Florida</i>
Date of incorporation:	<i>October 16, 1992</i>
# of years in business:	<i>21</i>
List of top officers:	<i>Dr. Carol Law, President</i>
Location of company headquarters:	<i>Pensacola, Florida</i>
Location(s) of the company offices:	<i>Drug Free Workplaces, Inc.'s offices are located in Pensacola, Florida. Our network of collection sites and laboratories are located throughout the United States.</i>
Location(s) of the office that will provide the services described in this RFP:	<i>Pensacola, Florida for Third Party Administrator services. Collection sites are located throughout the State of Nevada.</i>
Number of employees locally with the expertise to support the requirements identified in this RFP:	<i>Drug Free Workplaces' network of collection sites employs their own staff to serve the State of Nevada.</i>
Number of employees nationally with the expertise to support the requirements in this RFP:	<i>Drug Free Workplaces, Inc. has a staff of five industry experts to serve the State of Nevada.</i>
Location(s) from which employees will be assigned for this project:	<i>Pensacola, Florida</i>

**Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

*Drug Free Workplaces' Nevada business registrations are included in Tab IV – State Documents, Section D – Certifications and Licenses.*

The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	<i>NV20081180929</i>
Legal Entity Name:	<i>Drug Free Workplaces, Inc.</i>

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes	X	No	
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Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive. *Drug Free Workplaces, Inc. meets and exceeds all licensing requirements. Copies of applicable licenses and certificates are included in Tab IV – State Documents, Section D – Certifications and Licenses.*

Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	
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Question	Response
Name of State agency:	<i>Through our contract with the State of Nevada, Drug Free Workplaces, Inc. provides services to 65 State of Nevada agencies. A complete list of agencies and their contact information is included in Tab IX – Other Information Material of this response.</i>
State agency contact name:	<i>Carrie Hughes</i>
Dates when services were performed:	<i>2008 - present</i>
Type of duties performed:	<i>Third party administration of drug testing program, sample and testing of samples.</i>
Total dollar value of the contract:	<i>Annual value is approximately \$45,000.</i>

Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X
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If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

***Drug Free Workplaces, Inc. does not employ any employees of the State of Nevada or any person who has been an employee of an agency of the State of Nevada within the past two years.***

Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	X
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Vendors must review the insurance requirements specified in Attachment E, Insurance Schedule for RFP 3072. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in Attachment E.

Yes	X	No	
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Any exceptions and/or assumptions to the insurance requirements must be identified on Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor must provide the Certificate of Insurance identifying the coverages as specified in Attachment E, Insurance Schedule for RFP 3072.

***Drug Free Workplaces, Inc.'s insurance coverage meets the requirements outlined in Attachment E of the RFP. We require no exceptions or assumptions to the insurance requirements. Insurance certificates are included in Tab IX – Other Informational Material of this response.***

Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

### **Drug Free Workplaces, Inc.: Company Background**

Drug Free Workplaces, Inc. has provided drug testing services to companies across the United States since 1992. Over that 21 year time period, Drug Free Workplaces has administered and managed drug testing services to large companies as well as government entities across wide geographic regions (spanning the United States for a single customer) and to large populations (in excess of 10,000 employees), including the State of Nevada.

Dr. Carol J. Law, Drug Free Workplaces, Inc.'s president and founder, is a Nationally Certified Substance Abuse Program Administrator with over 30 years of experience in the mental health and substance abuse fields. Programs implemented by Dr. Law have been recognized by the President's Drug Advisory Council and other government agencies.

We offer employee drug testing, drug free workplace policy development, and training services and place a special emphasis on working with clients regulated by the Department of Transportation and the particular needs they face.

Drug Free Workplaces, Inc. has specialized expertise in working with government entities, including the U.S. Congress, State of Florida, State of Nevada, Florida Legislature, the Florida Boxing Commission, the Nevada Department of Transportation, Santa Rosa County, and the City of Pensacola as well as large companies, including British Aerospace, Metrocall, Lamar Outdoor Advertising, Windsor Door, and the Coring and Cutting Group.

We focus on providing our clients with a combination of personal interaction and state-of-the-art resources. We offer the fastest reporting in the industry as well as numerous other conveniences for our clients.

In addition to drug testing services, evaluation, and policy development, Drug Free Workplaces, Inc. combines a variety of special resources to better serve our clients' needs. We utilize the most current technology to bring real time, 24-hour access to data on secure servers to our clients. We use the latest in vertical software, the DrugPak Software Suite, to run random sample selections and compile and report test results in a secure, confidential format. This automated drug and alcohol test reporting system allows fast and efficient transmission of test result data as well as employee information tracking and can be used as a supplement to other reporting methods (such as email or fax transmission) the client selects.

Drug Free Workplaces also offers numerous training options for both employees and supervisors to not only improve the workplace but also meet State and Federally mandated guidelines. Dr. Carol J. Law is available to present onsite training programs, or clients may take advantage of our certified distance learning classes, which are offered online. Topics include DOT Drug and Alcohol Compliance, Violence in the Workplace, Sexual Harassment, DOT Updates on Rules and Regulations, DOT Mandatory Supervisor Training on Signs and Symptoms of Alcohol and Drugs, and other subjects selected by our clients. Workshops are also available on CD-Rom.

Because the drug testing and regulation industry is constantly evolving, Drug Free Workplaces, Inc. has a staff that focuses on regulatory and legal subjects and assists in the resolution of compliance issues. Our staff also provides updates on Federal and State guidelines relative to drug testing and Department of Transportation compliances.

We utilize email communication to routinely update our clients regarding changing legislation and technological advances which affect the drug testing industry. Our Internet servers combine functionality with the highest level of security.

Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

#### **Drug Free Workplaces, Inc.: Length of Service**

With over 20 years of experience and a distinguished as well as satisfied client list, Drug Free Workplaces brings the resources necessary to provide and manage the services outlined in the Scope of Work attached to the State of Nevada's RFP.

Since 1992, Drug Free Workplaces, Inc. has been providing certified collectors/collection sites and drug testing services by a certified laboratory in accordance with standards as set forth by SAMHSA under the United States Department of Health and Human Services. We have successful and enduring relationship with our clients, collection sites, and laboratory partners.

From Drug Free Workplaces' inception, the company has administered and managed drug testing services to large companies and government entities as well as organizations that span wide geographical areas and include large populations, fulfilling the Scope of Work services noted in the State of Nevada RFP that corresponds with this response to each of clients. Those services include monitored/observed specimen collection, chain of custody, evaluation, reporting, record administration, expert witness testimony, drug free workplace policy development, and training.

Our list of clients is distinguished and varied, including:

- State of Nevada Department of Transportation
- State of Nevada Department of Corrections
- Community Corrections
- Volunteers of America – Alabama and Georgia
- Community Drug and Alcohol Council
- Okaloosa County, Florida

- Bay County, Florida

**7.2 SUBCONTRACTOR INFORMATION**

Does this proposal include the use of subcontractors?

Yes	X	No	
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If “Yes”, vendor must:

7.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.  
***Drug Free Workplaces, Inc. utilizes LabCorp as a subcontractor to provide collection sites and specimen testing services.***

7.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:  
 A. Describe the relevant contractual arrangements;  
***LabCorp is a SAMHSA Certified Laboratory that Drug Free Workplaces, Inc. contracts with to provide specimen testing services, including emit, GC/MS, 6AM, and d/l isomer testing confirmed by a certified scientist.***

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and  
***Drug Free Workplaces’ Medical Review Officers maintain an open dialogue with LabCorp’s certifying scientists. LabCorp complies with required blind samples and review by Federal auditors as required. Drug Free Workplaces, Inc. has an enduring and successful relationship with LabCorp as our subcontractor.***

C. Describe your previous experience with subcontractor(s).  
***Drug Free Workplaces, Inc. maintains positive relationships with our subcontractors through frequent and ongoing communication and reporting procedures. Our positive relationship with LabCorp is further evidenced in LabCorp’s testing data, every requested re-test has been re-confirmed.***

7.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;  
***Drug Free Workplaces, Inc. requires that its subcontractors meet or exceed the certification requirement for their duties. We***

*review all credentials as well as perform ongoing checks of the Federal Register and peer review for all of our subcontractors.*

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

*Drug Free Workplaces, Inc. reviews every chain of custody form and sends blind specimens when necessary to ensure LabCorp, our subcontractor, complies with the overall performance objectives and accuracy levels of this project.*

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

*Drug Free Workplaces, Inc. reviews timeliness of emit GC/MS resolutions and the response times of certifying scientists to questions posed by Medical Review Officers to ensure that LabCorp is meeting the quality objectives of contracts.*

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State’s request, the State will be notified of such payments.

*The State of Nevada may request proof of payment to a Drug Free Workplaces, Inc. subcontractor at any time, and a report will be provided to show a zero balance.*

7.2.1.4 Provide the same information for any proposed subcontractors as requested in Section 4.1, Vendor Information.

**7.1 SUBCONTRACTOR: VENDOR INFORMATION**

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	<i>LabCorp</i>
Ownership (sole proprietor, partnership, etc.):	<i>Corporation</i>
State of incorporation:	<i>Delaware</i>
Date of incorporation:	<i>1995</i>
# of years in business:	<i>42 years (formed from predecessor companies)</i>
List of top officers:	<i>David P. King, Chairman and Chief Executive Officer James T. Boyle, Executive Vice President and Chief Operating Officer</i>

Question	Response
Location of company headquarters:	<i>North Carolina</i>
Location(s) of the company offices:	<i>LabCorp’s laboratories and collection facilities are located throughout the United States.</i>
Location(s) of the office that will provide the services described in this RFP:	<i>LabCorp collection facilities are located throughout Nevada, see Tab VI – Scope of Work of this response for a listing. Laboratory testing services will be performed at the company’s laboratory in Texas.</i>
Number of employees locally with the expertise to support the requirements identified in this RFP:	<i>LabCorp employs approximately 200 staff at collection sites in Nevada.</i>
Number of employees nationally with the expertise to support the requirements in this RFP:	<i>LabCorp employs a staff of over 34,000 worldwide.</i>
Location(s) from which employees will be assigned for this project:	<i>Collection sites in Nevada, laboratory in Texas, and headquarters in North Carolina</i>

**Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State’s Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

***LabCorp maintains all necessary licenses to do business in the State of Nevada.***

The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State’s Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	<i>NV19761002182/ NV19951102974</i>
Legal Entity Name:	<i>Laboratory Corporation of America/Laboratory Corporation of America Holdings</i>

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes		No	X
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If “No”, provide explanation.

***“Laboratory Corporation of America” is commonly referred to and does business as “LabCorp”.***

Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive. ***LabCorp meets or exceeds all licensing requirements required to perform the duties outlined in this response. See Tab IV – State Documents, Section D – Certifications and Licenses of this response.***

Has the vendor ever been engaged under contract by any State of Nevada agency?

	Yes	X	No	
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Question	Response
Name of State agency:	<b><i>As one of the nation’s largest clinical testing laboratories with multiple facilities within the State of Nevada, LabCorp has at some time held contracts with the State of Nevada. The dates and specific agencies are not available, although LabCorp has provided collection sites and specimen testing services for the State of Nevada through its contract with Drug Free Workplaces, Inc. since 2008.</i></b>
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

***LabCorp does not require its employees to disclose information regarding any additional employment they may undertake. Additionally, with a staff of 34,000 worldwide, it is not possible for LabCorp to state if one of its staff members was an employee of the State of Nevada within the past two years.***

Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor’s ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

*As one of the largest clinical reference laboratories in the United States, LabCorp is involved in litigation that arises in the ordinary course of its business. Such litigation may involve claims for damages allegedly resulting from laboratory services provided by LabCorp. However, to the best of LabCorp’s knowledge, such litigation would not have any material effect on LabCorp’s ability to perform the services being requested by the State of Nevada. LabCorp holds the details of any pending or past litigations as proprietary and confidential information that will not be disclosed to any third-party.*

Vendors must review the insurance requirements specified in Attachment E, Insurance Schedule for RFP 3072. Does your organization currently have or will your organization be able to provide the insurance requirements as specified in Attachment E.

Yes	X	No	
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Upon contract award, the successful vendor must provide the Certificate of Insurance identifying the coverages as specified in Attachment E, Insurance Schedule for RFP 3072.

*LabCorp meets or exceeds the insurance requirements outlined in the State of Nevada’s RFP with no exceptions or assumptions.*

Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

**Subcontractor: LabCorp – Company Background**

Founded in 1971 by predecessor companies, Laboratory Corporation of America Holdings (LabCorp) is much more than a routine clinical laboratory. As a pioneer in genomic testing and the commercialization of new diagnostic technologies, LabCorp is one of the world’s largest clinical laboratories. Headquartered in North Carolina, LabCorp has approximately 37,000 employees and offers a broad range of genomic/esoteric tests. Listed under the ticker symbol LH on the New York Stock Exchange, LabCorp tests more than 370,000 specimens daily for over 220,000 clients nationwide.

LabCorp operates a nationwide network of testing locations and patient service centers, and routine testing is the cornerstone of the company's industry-leading national network. That delivery and service network makes it possible for LabCorp to easily offer an extensive esoteric testing portfolio and groundbreaking technologies to a broader audience, including medically important genomic tests. LabCorp's reputation and proven record in the area of advanced genomic testing continues to attract the leading minds and technological pioneers in the field. Its laboratories participate in the development of genomic applications using Polymerase Chain Reaction (PCR) technology, and LabCorp was the first commercial laboratory to provide this innovative technology to health care providers. LabCorp laboratories have been at the forefront of new molecular tests to diagnose, treat, and manage disease, particularly in the areas of infectious disease, oncology and genetics. LabCorp's molecular genetics testing center was involved with the original research and subsequent standardization of Her-2Neu testing for breast cancer.

*LabCorp's Occupational Testing Services*

LabCorp Corporate Solutions is LabCorp's occupational testing services division. LabCorp Corporate Solutions was formed specifically to offer easily accessible, cost-effective drug-free workplace and employee wellness testing services. LabCorp has developed innovative technologies that increase testing program management efficiencies, allowing our clients to focus on their core competencies and grow their bottom line.

Substance abuse testing services at LabCorp began in 1982 and, in 1988, the organization became one of the first ten laboratories in the United States to be certified by the National Institute on Drug Abuse (NDIA), now the National Laboratory Certification Program. For timely result turnaround, LabCorp maintains a national network of SAMHSA-certified laboratories. As a part of standard operating procedures, LabCorp monitors and complies with various state licensing and/or certification requirements, including the Florida Agency for Health Care Administration (AHCA). The over 500 employees of the occupational testing services division test over 30,000 samples each day. All occupational testing service laboratories operate on the same platform for result reporting and invoicing.

Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

***LabCorp has been providing services to the public and private sector for over 40 years. The company was formed in 1971 by predecessor companies. In 1981, LabCorp began offering substance abuse testing services to offer easily accessible, cost effective drug-free workplace and employee wellness testing services. Since its formation, LabCorp has grown to serve over 220,000 clients nationwide, testing over 30,000 samples each day.***

**7.3 DRUG FREE WORKPLACES, INC. - BUSINESS REFERENCES**

<b>Reference #:</b>	1		
<b>Company Name:</b>	Lifeguard Air Ambulance, Inc.		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b> <input checked="" type="checkbox"/>		<b>SUBCONTRACTOR</b> <input type="checkbox"/>
<b>Project Name:</b>	Third Party Administrator for drug and alcohol program		
<b>Primary Contact Information</b>			
<b>Name:</b>	Justin Burgess		
<b>Street Address:</b>	4211 Jerry Maygarden Rd.		
<b>City, State, Zip</b>	Pensacola, FL 32504		
<b>Phone, including area code:</b>	850-473-6776		
<b>Facsimile, including area code:</b>	850-473-6772		
<b>Email address:</b>	<a href="mailto:Justin.burgess@lifeguardambulance.com">Justin.burgess@lifeguardambulance.com</a>		
<b>Alternate Contact Information</b>			
<b>Name:</b>	Deborah Roche		
<b>Street Address:</b>	Same as above		
<b>City, State, Zip</b>	Same as above		
<b>Phone, including area code:</b>	Same as above		
<b>Facsimile, including area code:</b>	Same as above		
<b>Email address:</b>	<a href="mailto:Deborah.roche@lifeguardambulance.com">Deborah.roche@lifeguardambulance.com</a>		
<b>Project Information</b>			
<b>Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:</b>	Third party administrator for drug and alcohol program		
<b>Original Project/Contract Start Date:</b>	12/1/93		
<b>Original Project/Contract End Date:</b>	Ongoing		
<b>Original Project/Contract Value:</b>	Confidential		

Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

<b>Reference #:</b>	2		
<b>Company Name:</b>	Desco Corporation/Windsor Republic Door		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b> <input checked="" type="checkbox"/>		<b>SUBCONTRACTOR</b> <input type="checkbox"/>
Project Name:	Third Party Administrator for drug and alcohol program		
<b>Primary Contact Information</b>			
Name:	Teresa Holmes		
Street Address:	1634 Poole Blvd. Ste. 200		
City, State, Zip	Yuba City, CA 95993		
Phone, including area code:	530-674-5354		
Facsimile, including area code:	530-237-5007		
Email address:	teresah@republicdoor.com		
<b>Alternate Contact Information</b>			
Name:	Diane Kana		
Street Address:	7795 Walton Parkway		
City, State, Zip	Albany, OH 43054		
Phone, including area code:	614-888-8855		
Facsimile, including area code:	614-888-3379		
Email address:			
<b>Project Information</b>			
Brief description of the project/contract and description of	Third party administrator for drug and alcohol program		

services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	
Original Project/Contract Start Date:	9/29/2003
Original Project/Contract End Date:	Ongoing
Original Project/Contract Value:	Confidential
Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

<b>Reference #:</b>	3		
<b>Company Name:</b>	Okaloosa County Board of County Commissioners		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b>	<input checked="" type="checkbox"/>	<b>SUBCONTRACTOR</b>
<b>Project Name:</b>	Third Party Administrator for drug and alcohol program		
<b>Primary Contact Information</b>			
<b>Name:</b>	Mary Wicker		
<b>Street Address:</b>	601 B North Pearl St.		
<b>City, State, Zip</b>	Crestview, FL 32536		
<b>Phone, including area code:</b>	850-689-5870		
<b>Facsimile, including area code:</b>	850-689-5889		
<b>Email address:</b>	<a href="mailto:mwicker@co.okaloosa.fl.us">mwicker@co.okaloosa.fl.us</a>		
<b>Alternate Contact Information</b>			
<b>Name:</b>	Kay Godwin		
<b>Street Address:</b>	Same as above		

City, State, Zip	Same as above
Phone, including area code:	Same as above
Facsimile, including area code:	Same as above
Email address:	
<b>Project Information</b>	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Third party administrator for drug and alcohol program
Original Project/Contract Start Date:	3/2001
Original Project/Contract End Date:	Ongoing
Original Project/Contract Value:	Confidential
Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

<b>Reference #:</b>	4		
<b>Company Name:</b>	Southeast Milk Corporation		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b>	<input checked="" type="checkbox"/>	<b>SUBCONTRACTOR</b>
<b>Project Name:</b>	Third Party Administrator for drug and alcohol program		
<b>Primary Contact Information</b>			
<b>Name:</b>	Tara Hazelden		
<b>Street Address:</b>	1950 SE County Hwy 484		
<b>City, State, Zip</b>	Bellevue, FL 34421		

Phone, including area code:	352-347-4956
Facsimile, including area code:	352-307-6022
Email address:	thazelden@southeastmilk.org
<b>Alternate Contact Information</b>	
Name:	N/A
Street Address:	N/A
City, State, Zip	N/A
Phone, including area code:	N/A
Facsimile, including area code:	N/A
Email address:	N/S
<b>Project Information</b>	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Third party administrator for drug and alcohol program
Original Project/Contract Start Date:	12/10/2001
Original Project/Contract End Date:	Ongoing
Original Project/Contract Value:	Confidential
Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

**7.3 SUBCONTRACTOR/LABCORP. - BUSINESS REFERENCES**

<b>Reference #:</b>	1		
<b>Company Name:</b>	City of Pensacola Clinic		
<i>Identify role company will have for this RFP project</i>			
<i>(Check appropriate role below):</i>			
	<b>VENDOR</b>		<b>SUBCONTRACTOR X</b>
<b>Project Name:</b>	Laboratory specimen testing services		
<b>Primary Contact Information</b>			
<b>Name:</b>	Kristy Wilson, RN		
<b>Street Address:</b>	222 W. Main St.		
<b>City, State, Zip</b>	Pensacola, FL 32502		
<b>Phone, including area code:</b>	850-435-1726		
<b>Facsimile, including area code:</b>	850-595-1252		
<b>Email address:</b>	kewilson@ci.pensacola.fl.us		
<b>Alternate Contact Information</b>			
<b>Name:</b>	Jill Maruschak, RN		
<b>Street Address:</b>	Same as above		
<b>City, State, Zip</b>	Same as above		
<b>Phone, including area code:</b>	Same as above		
<b>Facsimile, including area code:</b>	Same as above		
<b>Email address:</b>	<a href="mailto:jmaruschak@ci.pensacola.fl.us">jmaruschak@ci.pensacola.fl.us</a>		
<b>Project Information</b>			
<b>Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:</b>	Laboratory testing services		
<b>Original Project/Contract Start Date:</b>	1993		
<b>Original Project/Contract End Date:</b>	Ongoing		
<b>Original Project/Contract Value:</b>	Confidential		

Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

<b>Reference #:</b>	2		
<b>Company Name:</b>	City of Ft. Walton Beach		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b>		<b>SUBCONTRACTOR X</b>
Project Name:	Laboratory specimen testing services		
<b>Primary Contact Information</b>			
Name:	Denise Schaefer		
Street Address:	107 Miracle Strip Pkwy		
City, State, Zip	Ft. Walton Beach, FL 32548		
Phone, including area code:	850-833-9508		
Facsimile, including area code:	850-833-9931		
Email address:	Dschaeferfb.org		
<b>Alternate Contact Information</b>			
Name:	N/A		
Street Address:	N/A		
City, State, Zip	N/A		
Phone, including area code:	N/A		
Facsimile, including area code:	N/A		
Email address:	N/A		
<b>Project Information</b>			
Brief description of the project/contract and description of	Laboratory testing services		

services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	
Original Project/Contract Start Date:	1/12/1997
Original Project/Contract End Date:	Ongoing
Original Project/Contract Value:	Confidential
Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

<b>Reference #:</b>	3		
<b>Company Name:</b>	Santa Rosa County		
<b>Identify role company will have for this RFP project</b>			
<b>(Check appropriate role below):</b>			
	<b>VENDOR</b>		<b>SUBCONTRACTOR X</b>
Project Name:	Laboratory specimen testing services		
<b>Primary Contact Information</b>			
Name:	DeVann Cook		
Street Address:	6495 Caroline St., Suite I		
City, State, Zip	Milton, FL 32570		
Phone, including area code:	850-983-1863		
Facsimile, including area code:	850-983-1868		
Email address:	devannc@santarosa.fl.gov		
<b>Alternate Contact Information</b>			
Name:	N/A		
Street Address:	N/A		

City, State, Zip	N/A
Phone, including area code:	N/A
Facsimile, including area code:	N/A
Email address:	N/A
<b>Project Information</b>	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Laboratory testing services
Original Project/Contract Start Date:	10/1/2001
Original Project/Contract End Date:	Ongoing
Original Project/Contract Value:	Confidential
Final Project/Contract Date:	N/A
Was project/contract completed in time originally allotted, and if not, why not?	Ongoing contract
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

## VIII - STAFF RESUMES

**12. 4.4** *As the primary contact for the State of Nevada, Attachment G is included following this section for Dr. Carol J. Law, president of Drug Free Workplaces. Biographical information for other key personnel is included below.*

### **Dr. Carol J. Law, President of Drug Free Workplaces, Inc.**

Dr. Carol J. Law is the president of Drug Free Workplace, Inc., which she founded in 1992. The company provides quality drug testing, policy, and education services to businesses throughout the United States. As president, her areas of expertise include client management, government regulations, training, and drug testing advances. She is a speaker at major industry events, including the Federal Transit Administration's National Conference.

Dr. Law was a part of the child welfare/justice system for over 15 years as a supervisor of protective children services and was ultimately responsible for all of the social welfare programs in Escambia and Santa Rosa Counties in Florida, including a residential treatment center for boys and the District Juvenile Justice Detention Center.

Dr. Law is a Nationally Certified Substance Abuse Program Administrator with over 25 years of experience in the mental health and substance abuse fields. She serves on the Florida Drug Free Workplace Advisory Panel, an appointment by Governor Jeb Bush. Programs implemented by Dr. Law have been recognized by the President's Drug Advisory Council and other government agencies.

She is a member of the Board of Directors of the Community Drug and Alcohol Council and was appointed by Governor Jeb Bush to serve on his Ex-Offender Task Force. Dr. Law also served on the committee that wrote the certifying exam for Third Party Administrators, given by the Substance Abuse Program Administrators Association. She is a consultant to corporations, organizations, and communities and is listed in "Who's Who Among Human Service Professionals" and "Who's Who Among American Women."

Dr. Law acquired a Bachelor of Arts Degree in Psychology, a Master of Arts Degree in Gerontology, and a Doctoral Degree in Counseling Psychology. She attended Upsala College, Rutgers Graduate School, and Columbia Pacific University. Dr. Law has also completed continuing education programs at Florida University, UCLA, and Harvard Medical School.

### **Rhonda Yancey, Vice President of Operations**

Rhonda Yancey is Drug Free Workplaces, Inc.'s Vice President of Operations and assists the Medical Review Officer in the review and reporting of drug and alcohol test results for both mandated and non-mandated testing. In this role, she also maintains DOT and Non-DOT client records with confidentiality, ensuring security and integrity during the process.

Rhonda Yancey has over 10 years of experience as a pharmacy technician, working in hospital and clinic environments and brings an additional seven years of experience as a Nursing Assistant, Medical/Surgical Assistant and Manager of a Pain Management Clinic. She is also a certified Third Party Administrator.

### **Dr. Morris Simhachalam, D.O., AAMRO, Medical Research Officer**

Dr. Morris N. Simhachalam is a Certified Medical Review Officer through the American Association of

Medical Review Officers. He earned a Doctor of Osteopathic Medicine Degree at the University of Health Sciences and his Family Practice Internship and Residency Program at Florida Hospital. He received a Bachelor of Arts Degree in Medical Technology at Union College. He has been a family practice physician at Sacred Heart Medical Group in Pensacola since 1997.

As a licensed physician and Medical Review Officer, he is responsible for receiving and reviewing laboratory results generated by Drug Free Workplaces, Inc.'s drug testing program and evaluating medical explanations for certain drug results.

#### **Terri Wade, Medical Research Officer Assistant**

Terri Wade assists the Medical Review Officer in the review and reporting of drug and alcohol test results for both mandated and non-mandated testing. She also maintains DOT and Non-DOT client records with confidentiality, ensuring security and integrity in the process.

She brings extensive administrative experience to Drug Free Workplaces, Inc., with positions held at a state college financial aid department and a local hospital. Wade attended Lane Community College in Eugene, Oregon.

#### **Sherrie Holmes, Accounting**

Sherrie Holmes is responsible for accounts payable and receivable, follow-up programs, supplies and special projects at Drug Free Workplaces, Inc. Holmes is responsible for quarterly and semi-annual reports, including DOT MIS Reports, DOT and Non-DOT Random Programs. She assists clients with audit preparation, information, and records.

She brings over nine years of experience in accounting, management, and sales and is highly skilled in computer software. Holmes spent five years managing multi-state sales, use and fuel taxes and assisting accounting and payroll departments for an industrial construction company.

**PROPOSED STAFF RESUME**

*A resume must be completed for all proposed contractor staff and proposed subcontractor staff.*

<b>COMPANY NAME:</b>		Drug Free Workplaces, Inc.	
<input checked="" type="checkbox"/> <b>Contractor</b>		<input type="checkbox"/> <b>Subcontractor</b>	
<b>Name:</b>	Dr. Carol J. Law		<input checked="" type="checkbox"/> <b>Key Personnel</b>
<b>Classification:</b>	Third Party Administrator	<b># of Years in Classification:</b>	
<b>Brief Summary: of Experience:</b>	Dr. Carol J. Law has extensive experience administering drug testing programs for corporate and government entities.		
<b># of Years with Firm:</b>	21 years		
RELEVANT PROFESSIONAL EXPERIENCE			
<b>Required Information:</b>			
<b>MMYYYY to Present:</b>			
<b>Vendor Name:</b>			
<b>Client Name:</b>			
<b>Client Contact Name:</b>			
<b>Client Address, Phone Number, Email:</b>		1992- Present	
<b>Role in Contract/Project:</b>		Drug Free Workplaces, Inc.	
<b>Details and Duration of Contract/Project:</b>		Founder and President	
EDUCATION			
<b>Institution Name:</b>		Dr. Law acquired a Bachelor of Arts Degree in Psychology, a Master of Arts Degree in Gerontology, and a Doctoral Degree in Counseling Psychology.	
<b>City:</b>		She attended Upsala College, Rutgers Graduate School, and Columbia Pacific University. Dr. Law has also completed continuing education programs at Florida University, UCLA, and Harvard Medical School.	
<b>State:</b>			
<b>Degree/Achievement:</b>			
<b>Certifications:</b>			
REFERENCES			
<b>Minimum of three (3) required, including name, title, organization, phone number, fax number and email address</b>		AAMRO American Association of Medical Review Officers P.O. Box 12873 Research Triangle Park, NC 27709 Phone: 1-800-489-1839 Fax: 1-919-490-1010	
		DATIA Drug & Alcohol Testing Industry Association 1325 G Street NW Suite 500 #5001 Washington, DC 20005 Phone: 800-355-1257 Fax: 202-315-3579	
		SAPAA Substance Abuse Program Administrators Association 1014 Whispering Oak Drive Bardstown, KY 40004 Phone: (800) 672-7229 FAX: 281-664-3152	

IX – OTHER INFORMATIONAL MATERIAL

NON-DOT CHAIN OF CUSTODY FORM



Laboratory Corporation of America Holdings
1904 Alexander Dr., Research Triangle Park, NC 27709
69 First Ave., Raritan, NJ 08869

URINE CHAIN OF CUSTODY FORM

7207 North Gessner, Houston, TX 77040
1120 Main St., Southaven, MS 38671

COPY 1 – LABORATORY

590 P Revised 1/2008

Specimen Id No. 1234567890



A. Employer Name, Address, Phone, Fax, I.D.No.:
DRUG FREE WORKPLACES, INC.
ATTN: CAROL J. LAW, PH.D.
27 WEST ROMANA STREET
PENSACOLA, FL 32502
Phone: (800)800-0085 x0434378 Fax: (850)434-8244
Location: 791842

B. MRO Name, Address, Phone, Fax:
DRUG FREE WORKPLACES, INC
ATTN: MORRIS SIMHACHALAM, D.O.
27 W. ROMANA STREET
FAX #850-434-8244
PENSACOLA, FL 32502
Phone: (850)434-3782 Fax: (850)434-8244



C. Donor SSN: 123456789 Donor I.D.: DONORID

D. Reason for Test: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

E. Collection Site Address.:
1515 Main St
MYSORE, TX 12345

Collector Phone No. (123)555-9999

Collector Fax No. (123)555-9999

F. Donor Identification Verified By: PHOTO ID

Read specimen temperature within 4 minutes. Is temperature between 90 & 100 F? YES Split Specimen Collection? NO Collection Observed? NO

REMARKS: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT! EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

Collector affixes bottle seal(s) to container(s). Collector dates seal(s). Donor initials seal(s)

G. Daytime Phone: (919)123-4567

Evening Phone: (919)123-4567

Date of Birth (Mo/Day/Yr): 11/01/0068

Donor Sex : m

H. TEST(S) REQUESTED BY EMPLOYER: 302446.0001

I authorize the collection of this specimen for the purpose of a drug screen. I acknowledge that the specimen container(s) was/were sealed with tamper-proof seal(s) in my presence; and that the information provided on this form and on the label(s) affixed to the specimen container(s) is correct. I authorize the laboratory to release the results of the test to the company identified on this form or its designated agents.

Joe Donor

Donor's Name (First MI Last)

Signature of Donor

Initial

07/18/2013
Month Day Year

I certify that the specimen given to me by the donor identified on this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.

X Signature of Collector
Joe Collector
Collector's Name (First Last)

Collection Time: 12:22 PM EDT

SPECIMEN BOTTLE(S) RELEASED TO:

Collection Date: 07/18/2013

LabCorp Courier
Name of Delivery Service Transferring Specimen to Lab

RECEIVED AT LAB:

X Signature of Accessioner

Primary Specimen
Bottle Seal Intact
[ ] Yes

SPECIMEN BOTTLE(S) RELEASED TO:

(Print) Accessioner's Name (First, MI, Last)

Date (Mo/Day/Yr)

[ ] No, enter remark below



A

Date

Donor's Initials



B
SPLIT

Date

Donor's Initials



Align the + with the center of top to seal both sides.



Laboratory Corporation of America Holdings  
1904 Alexander Dr., Research Triangle Park, NC 27709  
69 First Ave., Raritan, NJ 08869

URINE CHAIN OF CUSTODY FORM

7207 North Gessner, Houston, TX 77040  
1120 Main St., Southaven, MS 38671

COPY 2 - COLLECTOR

590 P Revised 1/2008

Specimen Id No. 1234567890



1234567890

A. Employer Name, Address, Phone, Fax, I.D.No.:  
DRUG FREE WORKPLACES, INC.  
ATTN: CAROL J. LAW, PH.D.  
27 WEST ROMANA STREET  
PENSACOLA, FL 32502  
Phone: (000)000-0085 x0434378 Fax: (850)434-8244  
Location: 791842

B. MRO Name, Address, Phone, Fax:  
DRUG FREE WORKPLACES, INC  
ATTN: MORRIS SIMHACHALAM, D.O.  
27 W. ROMANA STREET  
FAX #850-434-8244  
PENSACOLA, FL 32502  
Phone: (850)434-3782 Fax: (850)434-8244



791842

C. Donor SSN: 123456789 Donor I.D.: DONORID

D. Reason for Test: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

E. Collection Site Address.:

1515 Main St  
MYSORE, TX 12345

Collector Phone No. (123)555-9999

Collector Fax No. (123)555-9999

F. Donor Identification Verified By: PHOTO ID

Read specimen temperature within 4 minutes. Is temperature between 90 & 100 F? YES Split Specimen Collection? NO Collection Observed? NO  
REMARKS: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT! EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

Collector affixes bottle seal(s) to container(s). Collector dates seal(s). Donor initials seal(s)

G. Daytime Phone: (919)123-4567

Evening Phone: (919)123-4567

Date of Birth (Mo/Day/Yr): 11/01/0068

Donor Sex : m

H. TEST(S) REQUESTED BY EMPLOYER: 302446.0001

I authorize the collection of this specimen for the purpose of a drug screen. I acknowledge that the specimen container(s) was/were sealed with tamper-proof seal(s) in my presence; and that the information provided on this form and on the label(s) affixed to the specimen container(s) is correct. I authorize the laboratory to release the results of the test to the company identified on this form or its designated agents.

Joe Donor

Donor's Name (First MI Last)

Signature of Donor

Initial

07/18/2013

Month Day Year

I certify that the specimen given to me by the donor identified on this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.

X

Signature of Collector

Joe Collector  
Collector's Name (First Last)

Collection Time: 12:22 PM EDT

Collection Date: 07/18/2013

SPECIMEN BOTTLE(S) RELEASED TO:

LabCorp Courier

Name of Delivery Service Transferring Specimen to Lab

RECEIVED AT LAB:

X

Signature of Accessioner

(Print) Accessioner's Name (First, MI, Last)

Date (Mo/Day/Yr)

Primary Specimen  
Bottle Seal Intact  
[ ] Yes

[ ] No, enter remark below

SPECIMEN BOTTLE(S) RELEASED TO:



Laboratory Corporation of America Holdings  
1904 Alexander Dr., Research Triangle Park, NC 27709  
69 First Ave., Raritan, NJ 08869

URINE CHAIN OF CUSTODY FORM

7207 North Gessner, Houston, TX 77040  
1120 Main St., Southaven, MS 38671

Specimen Id No. 1234567890

COPY 3 – DONOR (green)

590 P Revised 1/2008



1234567890

A. Employer Name, Address, Phone, Fax, I.D.No.:  
**DRUG FREE WORKPLACES, INC.**  
ATTN: CAROL J. LAW, PH.D.  
27 WEST ROMANA STREET  
PENSACOLA, FL 32502  
Phone: (800)000-0085 x0434378 Fax: (850)434-8244  
Location: 791842

B. MRO Name, Address, Phone, Fax:  
**DRUG FREE WORKPLACES, INC**  
ATTN: MORRIS SIMHACHALAM, D.O.  
27 W. ROMANA STREET  
FAX #850-434-8244  
PENSACOLA, FL 32502  
Phone: (850)434-3782 Fax: (850)434-8244



791842

C. Donor SSN: 123456789 Donor I.D.: DONORID  
D. Reason for Test: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

E. Collection Site Address.:  
1515 Main St  
MYSORE, TX 12345

Collector Phone No. (123)555-9999  
Collector Fax No. (123)555-9999

F. Donor Identification Verified By: PHOTO ID

Read specimen temperature within 4 minutes. Is temperature between 90 & 100 F? YES Split Specimen Collection? NO Collection Observed? NO  
REMARKS: EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT! EXAMPLE COC FORM - DO NOT USE - DO NOT SUBMIT!

Collector affixes bottle seal(s) to container(s). Collector dates seal(s). Donor initials seal(s)

G. Daytime Phone: (919)123-4567 Evening Phone: (919)123-4567 Date of Birth (Mo/Day/Yr): 11/01/0068  
Donor Sex : m

H. TEST(S) REQUESTED BY EMPLOYER: 302446.0001

I authorize the collection of this specimen for the purpose of a drug screen. I acknowledge that the specimen container(s) was/were sealed with tamper-proof seal(s) in my presence; and that the information provided on this form and on the label(s) affixed to the specimen container(s) is correct. I authorize the laboratory to release the results of the test to the company identified on this form or its designated agents.

Joe Donor \_\_\_\_\_ / \_\_\_\_\_ 07/18/2013  
Donor's Name (First MI Last) Signature of Donor Initial Month Day Year

I certify that the specimen given to me by the donor identified on this form was collected, labeled, sealed, and released to the Delivery Service noted in accordance with applicable requirements.

X \_\_\_\_\_ Collection Time: 12:22 PM EDT SPECIMEN BOTTLE(S) RELEASED TO:  
Signature of Collector  
Joe Collector  
Collector's Name (First Last) Collection Date: 07/18/2013 LabCorp Courier  
Name of Delivery Service Transferring Specimen to Lab

RECEIVED AT LAB: X \_\_\_\_\_ Primary Specimen Bottle Seal Intact SPECIMEN BOTTLE(S) RELEASED TO:  
Signature of Accessioner [ ] Yes  
(Print) Accessioner's Name (First, MI, Last) Date (Mo/Day/Yr) [ ] No, enter remark below

DOT CHAIN OF CUSTODY FORM

11996 Auzanosaer Dr., Research Triangle Park, NC 27709  
 11120 Main Street, Southaven, MS 38671  
 17287 North Gessner, Houston, TX 77040

Printed: 02/11  
 3000  
 Customer Svc: 800-833-3984

0507235746

0507235746

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, ID. No.  
 DRUG FREE WORKPLACES  
 DDT WALK-IN  
 ATTN: DR CAROL J. LAW  
 27 WEST ROMANA STREET  
 PENSACOLA FL 32502  
 850-434-3782 Fx: 850-434-8244

B. MRO Name, Address, Phone No. and Fax No. 91841  
 DRUG FREE WORKPLACES, INC.  
 ATTN: D.P. SPRUCE, M.D. -MRO  
 27 W. ROMANA STREET  
 PENSACOLA FL 32502  
 850-434-3782 FAX: 850-434-8244

C. Donor SSN or Employee I.D. No.  
 D. Specify Testing Authority:  HHS  NRC  DOT - Specify DOT Agency:  FMCSA  FAA  FRA  FTA  PHMSA  USCC  
 E. Reason for Test:  Pre-employment  Random  Reasonable Suspicion/Cause  Post Accident  Return to Duty  Follow-up  Other (specify)  
 F. Drug Tests to be Performed:  THC, COC, PCP, OPI, AMP  THC & COC Only  Other (specify)  
 G. Collection Site Address:  
 Collector Phone No.  
 Collector Fax No.

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate) Collector reads specimen temperature within 4 minutes.  
 Temperature between 90° and 100° F?  Yes  No, Enter Remark: \_\_\_\_\_ Collection:  Split  Single  None Provided, Enter Remark: \_\_\_\_\_  Observed, Enter Remark: \_\_\_\_\_  
 REMARKS

STEP 3: Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)  
 STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY  
 I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable Federal requirements.

Signature of Collector \_\_\_\_\_ AM  
 \_\_\_\_\_ PM  
 (PRINT) Collector's Name (First, MI, Last) \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_ Time of Collection \_\_\_\_\_ Name of Delivery Service \_\_\_\_\_

RECEIVED AT LAB OR IITF:  
 Signature of Accessioner \_\_\_\_\_  
 (PRINT) Accessioner's Name (First, MI, Last) \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_

Primary Specimen Bottle Seal Intact  
 YES  NO  
 If NO, Enter remark in Step 5A.

STEP 5A: PRIMARY SPECIMEN REPORT - COMPLETED BY TEST FACILITY  
 NEGATIVE  DILUTE  POSITIVE for:  Marijuana Metabolite (Δ9-THCA)  6-Acetylmorphine  Methamphetamine  MDMA  
 Cocaine Metabolite (BZE)  Morphine  Amphetamine  MDA  
 PCP  Codeine  MDEA  
 REJECTED FOR TESTING  ADULTERATED  SUBSTITUTED  INVALID RESULT

REMARKS:  
 Test Facility (if different from above): \_\_\_\_\_  
 I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable Federal requirements.

Signature of Certifying Technician/Scientist \_\_\_\_\_ (PRINT) Certifying Technician/Scientist's Name (First, MI, Last) \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_

STEP 5B: COMPLETED BY SPLIT TESTING LABORATORY  
 RECONFIRMED  FAILED TO RECONFIRM - REASON \_\_\_\_\_  
 I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed and reported in accordance with applicable Federal requirements.

Laboratory Name \_\_\_\_\_  
 Laboratory Address \_\_\_\_\_  
 Signature of Certifying Scientist \_\_\_\_\_ (PRINT) Certifying Scientist's Name (First, MI, Last) \_\_\_\_\_ Date (Mo/Day/Yr) \_\_\_\_\_

CONTAINER SEAL

3000

0507235746

0507235746

0507235746

A  
 DATE \_\_\_\_\_ DONOR'S INITIALS \_\_\_\_\_

B  
 SPLIT  
 DATE \_\_\_\_\_ DONOR'S INITIALS \_\_\_\_\_

NOTE OF IN STAR BOTT CONT SHOW

COPY 1 - TEST FACILITY COPY

**SAMPLE REPORTS**



27 W. Romana St. Pensacola, FL 32502  
 (850) 434-3782 - FAX: (850) 434-8244  
 www.drugfreeworkplaces.com

My Practice Demo Company  
 Rhonda Yancey  
 123 Hoy Street  
 State College, PA 16801-2829

**Summary of Drug Testing -  
 (Grand Totals)**

DEMO-My Practice Demo Company

From: 01/01/2007 To: 06/30/2012

Include Canceled Tests  
 Ignore DOT Status

**GRAND TOTALS - DRUGS**

Specimens Collected by Test Type:	Actual Tests	Canceled Tests	Other Tests	Total Tests	% of Total
(HR) *Hair Test	1	0	0	1	100.000
	1	0	0	1	100.000
Number of Refused tests by Test Type:					
(HR) *Hair Test				0	0.000
				0	0.000
Confirmed positives by Test Type:					
(HR) *Hair Test				0	0.000
				0	0.000
Confirmed positives by Substance:					
(AMP) Amphetamines				0	0.000
(COC) Cocaine				0	0.000
(MAR) Marijuana				0	0.000
(OP) Opiates				0	0.000
(PCP) Phencyclidine				0	0.000
				0	0.000
Number of confirmed positives for more than one substance:					
				0	0.000
Disposition breakdown:					
(FT) Fatal Flaw				1	100.000
				1	100.000
Initial Positives:	0				

See following page(s) for additional Test-Type/Substance statistics



27 W. Romana St. Pensacola, FL 32502  
(850) 434-3782 - FAX: (850) 434-8244  
www.drugfreeworkplaces.com

**ATTENTION:**

Dr. Carol J. Law

Drug Free Workplaces, Inc./Walk-In (9)  
27 West Romana Street  
Pensacola, FL 32502

Participant: Sample  
Participant ID: 000-00-0000  
SSN: 000-00-0000

**Results of Controlled Substance Test**

Record Status: Negative  
Test Type: Pre-Employment  
Collection Date/Time: 07/15/2013 09:00 AM  
Batch ID: 20130718  
Specimen ID: 123456789  
Date COC Received: 07/18/2013  
Sample Type: Urine  
Test Panel: 9-Substances

Laboratory: Lab Corp  
1904 Alexander Drive  
Research Triangle Park, NC 27709  
Collection Site: LabCorp Pensacola FL  
3437 12Th Ave  
Pensacola, FL 32503

<u>Test Performed</u>	<u>Result</u>	<u>Test Performed</u>	<u>Result</u>
Amphetamines	Negative	Cocaine	Negative
Marijuana	Negative	Phencyclidine	Negative
Opiates	Negative	Barbiturates	Negative
Benzodiazepines	Negative	Methadone	Negative
Propoxyphene	Negative		

Morris Simhachalam, DO, MRO

7/16/2013

Verification Date

**INSURANCE CERTIFICATES**

Client#: 1006889 63DRUGFRE3

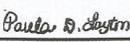
**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
11/29/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>BB&amp;T Insurance Services, Inc.</b> 110 Dixie Street Carrollton, GA 30117 770 214-1991	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>770 214-1991</b> FAX (A/C, No): <b>888-751-2997</b> E-MAIL ADDRESS: _____														
<b>INSURED</b> <b>Drug Free Workplaces USA LLC</b> <b>Drug Free Workplaces Inc</b> 27 West Romana Street Pensacola, FL 32502	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: <b>Markel Ins (Stringer Ware)</b></td> <td style="text-align: center;"><b>38970</b></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>Markel Ins (Stringer Ware)</b>	<b>38970</b>	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: <b>Markel Ins (Stringer Ware)</b>	<b>38970</b>														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSUR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional	3CD33014017	12/08/2012	12/08/2013	\$1,000,000 Each Claim \$3,000,000 Aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) <b>Professional Liability- Testing Services; Claims Made; Retro Date: 12/08/05; Deductible: \$2,500 Each Claim;</b> <b>Training Endorsement</b>					

CERTIFICATE HOLDER	CANCELLATION
<b>Drug &amp; Alcohol Testing Industry Association (DATIA)</b> 1325 G Street, NW, Suite 500#5001 Washington, DC 20005	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 



**Workers' Compensation and Employer's Liability Policy**  
**NorGUARD Insurance Company - A Stock Company**  
**Policy Number DRWC439372**  
**Renewal of DRWC330446**  
**NCCI No. [25844]**

**Policy Information Page**

<p><b>[1] Named Insured and Mailing Address</b>                  Drug Free Workplaces USA LLC                  27 W. Romana St                  Pensacola, FL 32501</p> <p><b>Federal Employer's ID</b> 27-3957909</p>	<p><b>Agency</b>                  HANCOCK INS AGY OF FL INC                  2000 Ninety Eight Palms                  P.O. Box 248                  Destin, FL 32540                  Agency Code: FLSOUT10</p> <p><b>Insured is</b> Limited Liability Corp (LLC)</p>
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<p><b>[2] Policy Period</b>                  From January 01, 2013 to January 01, 2014, 12:01 AM, standard time at the insured's mailing address.</p>
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<p><b>[3] Coverage</b></p> <p>A. Workers' Compensation Insurance - <b>Part One</b> of this policy applies to the Workers' Compensation Law of the following states: Florida</p> <p>B. Employer's Liability Insurance - <b>Part Two</b> of this policy applies to work in each of the states listed in item [3]A. The limits of our liability under Part Two are:                  Bodily Injury by Accident - each accident \$100,000                  Bodily Injury by Disease - each employee \$100,000                  Bodily Injury by Disease - policy limit \$500,000</p> <p>C. Other States Insurance - Part Three of this policy applies to all states, except any state listed in item [3]A. and the states of North Dakota, Ohio, Washington, and Wyoming.</p> <p>D. This policy includes these endorsements and schedules:                  See Extension of Information Page - Schedule of Forms</p>
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<p><b>[4] Premium</b>                  The Premium Basis and, therefore, the premium will be determined by our Manual of Rules, Classifications, Rates, and Rating Plans. All required information is subject to verification and change by audit. (Continued on another page)</p>
--

<b>Total Estimated Policy Premium</b>	<b>\$ 1,009</b>
<b>Total Surcharges/Assessments</b>	<b>\$ 0</b>
<b>Total Estimated Cost</b>	<b>\$ 1,009</b>

INTERNAL USE - XX  
 MGA : DRWC439372  
 Date : 12/13/2012

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Information Page  
 WC 000001A

16 South River Street • P.O. Box A-H • Wilkes-Barre, PA 18703-0020 • www.guard.com

**NEVADA AGENCIES DRUG FREE WORKPLACES, INC. HAS DONE BUSINESS WITH**

**Active Companies by Company Name**

Company ID	Account #	Company Name	Contact / Address
925390	925372	ESS/Desert Canyon Rehabilitation Servi	Tova D'Ambrosio / Las Vegas, NV
096311	096311	Nevada Dept. Of Transp./FMCSA	Diane Kelly, Melody Duley / Carson City, NV
197037	197037	Nevada Dept. Of Transportation	Diane Kelly, Medody Duley & Oscar Fuentes / Carso
955405	955405	Nevada Non-DOT	Diane Kelly-Downgrades / Carson City, NV
229030	229030	NV Attorney General's Office	Gloria Navarro / Carson City, NV
980300	980300	NV Business & Industry	Todd Rich / Carson City, NV
208495	208495	NV College Of Southern Nevada/5 Panel	John Scarborough & Derek Smith / Las Vegas, NV
208496	208496	NV College Of Southern Nevada/9 Panel	John Scarborough & Derek Smith / Las Vegas, NV
208466	208466	NV Colorado River Commission	Douglas Beatty / Las Vegas, NV
197023	197023	NV Comm On Economic Development	Kristen Anderson / Carson City, NV
197036	197036	NV Commission On Tourism	Kelly Williams / Carson City, NV
197021	197021	NV Controller Office	Susan Hart & Kim R. Wallin / Carson City, NV
197047	197047	NV DCA - Director's Office	Salli Hebert / Carson City, NV
208458	208458	NV DCA - DM & H	Salli Hebert / Carson City, NV
208459	208459	NV DCA - L & A	Salli Hebert / Carson City, NV
208460	208460	NV DCA - NAC	Salli Hebert / Carson City, NV
208461	208461	NV DCA - SHPO	Salli Hebert / Carson City, NV
197048	197048	NV Dept. Of Administration	Evan Dale / Carson City, NV
197018	197018	NV Dept. Of Agriculture	Kathleen Kirkland / Sparks, NV
197017	197017	NV Dept. Of Agriculture/FMCSA	Kathleen Kirkland / Sparks, NV
197049	197049	NV Dept. Of Conservation & Natural Reso	Kay Scherer & Leo Drozdoff / Carson City, NV
197022	197022	NV Dept. Of Corrections 5P	Susie Bargmann & Brian Boughter / Carson City, NV
208456	208456	NV Dept. Of Corrections 9 Panel	Susie Bargmann & Brian Boughter / Carson City, NV
208449	208449	NV Dept. Of Corrections/FMCSA	Susie Bargmann & Brian Boughter / Carson City, NV
229034	229034	NV Dept. Of Education	Amy Davey & Kathleen Kirkland / Carson City, NV
197024	197024	NV Dept. Of Employment Training And R	Karen Belleni / Las Vegas, NV
197029	197029	NV Dept. Of Health & Human Services 5P	Kareen Masters & Laura Adair / Carson City, NV
197041	197041	NV Dept. Of Health & Human Services 9P	Kareen Masters & Laura Adair / Carson City, NV
197028	197028	NV Dept. Of Information Technology	Elizabeth Bacon / Carson City, NV
197031	197031	NV Dept. Of Motor Vehicles	Lou Ann Geissler / Carson City, NV
197035	197035	NV Dept. Of Taxation	Amy Davey & Kathleen Kirkland / Carson City, NV
197039	197039	NV Dept. Of Wildlife HR	Vicky M Martinez / Reno, NV
516515	516515	NV Dept. Of Wildlife/FMCSA	Vicky M. Martinez / Reno, NV
458559	458559	NV DETR/Rehabilitation	Shirley Kabrin & Allan Griggsmiller / Reno, NV
197025	197025	NV Div. Of Forestry	Teri Hack / Carson City, NV
525362	525362	NV Div. Of Minerals	Alan Coyner / Carson City, NV
197016	197016	NV Divison Of Human Resource Managemer	Amy Davey & Kathleen Kirkland / Carson City, NV
197026	197026	NV Gaming Control Board	Keith P. Henry / Carson City, NV
197040	197040	NV Gaming Control Board Clients CC	Richaun Presley / Carson City, NV
197027	197027	NV Gaming Control Board Clients LV	Marian Vince & Susan Grube / Las Vegas, NV
27306965	27306965	NV Gaming Control Board Clients LV Hair	Marian Vince & Susan Grube / Las Vegas, NV
208477	208477	NV Gaming Control Board Clients/Reno	Dave Andrews & Lexine Thompson / Reno, NV
27369875	27369875	NV Gaming Control Board Inv./Hair	Bob Grozenski & Julie Damavandi / Las Vegas, NV
27369905	27369905	NV Gaming Control Board Inv./Steroid	Bob Grozenski & Julie Damavandi / Las Vegas, NV
253113	253113	NV Gaming Control Board. Inv./Exp. Pnl.	Bob Grozenski & Julie Damavandi / Las Vegas, NV
27730750	27730750	NV Gaming Control Brd. Clients - Reno/	Richaun Presley & Karl Bennison / Carson City, NV
208475	208475	NV General Account/5 Panel	Carrie Hughes & Michelle Garton / Carson City, NV
208476	208476	NV General Account/9 Panel	Mark Evans & Carrie Hughes / Carson City, NV
197030	197030	NV Office Of The Military	Diana Miller / Carson City, NV
197032	197032	NV Parole Board	Becky Mabray / Carson City, NV
197033	197033	NV Post Peace Officers Standards & Tra	Tim Bunting / Carson City, NV
208452	208452	NV Public Employees Benefits Program	Amy Davey & Kathleen Kirkland / Carson City, NV
229044	229044	NV Public Employees Retirement System	Lynnette Jones & Tina Leiss / Carson City, NV

### Active Companies by Company Name

Company ID	Account #	Company Name	Contact / Address
229033	229033	NV Public Utilities Commission	Donna Skau & Crystal Jackson / Carson City, NV
208453	208453	NV Secretary Of State	Kris Barrette / Carson City, NV
208454	208454	NV State Parks	Steven B Silva / Carson City, NV
074397	074397	NV State Treasurer	Steve George / Carson City, NV
197038	197038	NV State Veterans Home 9P	Karen Judson & Vanessa Blair / Boulder City, NV
208455	208455	NV State Veterans Home Services Office 5	Karen Judson & Vaness Blair / Boulder City, NV
567195	567195	NV State Veterans Home/5Panel	Karen Judson & Michael Nobles / Boulder City, NV
208462	208462	NV State Veterans Home/FMCSA	Karen Judson & Vanessa Blair / Boulder City, NV
197034	197034	NV Supreme Court Admin Office Of The C	Debra D Norvell & Cynthia Sampson / Carson City, N
208480	208480	NV Taxicab Authority	Ruben Aquino / Las Vegas, NV
229053	229053	NV Univ. Of NVLV Recruitment	Michelle Hogan & Derek Smith / Las Vegas, NV
379485	379485	NV/UNLV Employee Relations	Stacey Carrillo & Larry Hamilton / Las Vegas, NV

Total Records Printed: 65