Part IA – Technical Proposal	
RFP Title:	Laboratory Alcohol and Drug Testing
RFP:	3268
Vendor Name:	Drug Free Business
Address:	11511 NE 195th B Bothell WA 98011
Opening Date:	August 26, 2016
Opening Time:	2:00 PM

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Title Page

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Tab I Title Page

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Company Background and References: 12 pages

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Tab III Vendor Information Sheet

VENDOR INFORMATION SHEET FOR RFP 3268

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 BUSINESS

V2	Street Address	11511 NE 195TH Suite B

V3	City, State, ZIP	Bothell WA 98011

V4	Telephone Number		
	Area Code: 425	Number: 488 9755	Extension: 237

V5	Facsimile Number		
	Area Code: 425	Number: 368 1567	Extension:

V6	Toll Free Number		
	Area Code: 800	Number: 598 3437	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Venus Mills
	Title: Executive Director
	Address: 11511 NE 195th Suite B, Bothell WA 98011
	Email Address:emiller@drugfreebusiness.org

V8	Telephone Number for Contact Person		
	Area Code: 800	Number: 598 3437	Extension: X 208

V9	Facsimile Number for Contact Person		
	Area Code: 425	Number: 368 1567	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Venus Mills	Title: Executive Director

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: V Mills	Date: 8-23-16

Tab IV State Documents

A. The signature page from all amendments with an original signature by an individual authorized to bind the organization.

B. Attachment A – Confidentiality and Certification of Indemnification with an original signature by an individual authorized to bind the organization.

C. Attachment C – Vendor Certifications with an original signature by an individual authorized to bind the organization.

ALL ELSE REMAINS THE SAME FOR RFP 3268.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: Drug Free Business

Authorized Signature: [illegible]

Title: Exec Director Date: 8-24-16

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal.

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.

Part IB – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			

A Public Records CD or Flash Drive has been included for the Technical and Cost Proposal			
YES		NO (See note below)	X
Note: By marking "NO" for Public Record CD or Flash Drive included, you are authorizing the State to use the "Master CD or Flash Drive" for Public Records requests.			

Part III – Confidential Financial Information			
YES		NO	X
Justification for Confidential Status			

Drug Free Business

Company Name

Signature

Venus Mills, Executive Director

Print Name

08/24/2016

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 Business

Vendor Company Name

Vendor Signature

Venus Mills, Executive Director — 08/23/2016

Print Name — Date

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

Tab V

Attachment B

Technical Proposal Certification of Compliance with Terms and Conditions of RFP

D. ***Attachment B*** with an original signature by an individual authorized to bind the organization must be included in this tab.

E. If the exception and/or assumption require a change in the terms or wording of any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed on ***Attachment B***.

F. Only technical exceptions and/or assumptions should be identified on ***Attachment B***.

G. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. If vendors do not specify any exceptions and/or assumptions in detail at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

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 _____ I agree to comply with the terms and conditions specified in this RFP.

NO X _____ 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 Business
Company Name

Signature

Venus Mills
Print Name

08/24/2016
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)
	Cost Sheet	n/a	We do not provide MRO review for hair tests since hair tests have not yet been approved by DHHS or DOT regulations. We will however, pass on results to the employer.
	3.14	Page 10	We do not bill individuals for drug tests, however we can direct the individual to a collection site which can provide this service and then coordinate the testing and MRO review.

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

Tab VI Section 3 Scope of Work

SCOPE OF WORK

The State of Nevada performs pre-employment, reasonable suspicion (belief), return to work, follow-up, random and post-accident (post incident) testing. Additionally, testing of clients may be performed under this scope of work. Submitted proposals shall contain detailed information describing the vendor's ability to provide services for all the following points (all items must be acknowledged).

2.2 The awarded vendor(s) shall be certified by United States Department of Health and Human Services, 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.

For this contract, DFB may elect to use one or more SAMHSA certified labs in order to meet the requirements of the state in order to provide the widest variety of preferred collection sites and lowest overall cost. DFB chooses to use Quest Laboratories as our primary SAMHSA certified lab, with Lab Corporation as our secondary SAMHSA certified lab. Both labs are currently listed as SAMHSA certified labs by the US government website http://www.samhsa.gov/sites/default/files/workplace/state-certified-labs-list-july2016.pdf

2.3 The Medical Review Officer (MRO) shall conform to DHHS requirements. A MRO shall confirm positive tests.

DHHS requires all tests, not just positive tests have MRO review following the DOT protocol for Federal drug tests. For that reason all lab based test results: negatives, negative dilute, positive, positive dilute, tampered, invalid, and substitute specimens are reviewed by our MRO office. Our price is inclusive and includes MRO for all specimens, whether DOT or NON-DOT specimens. Our primary MRO Dr. Dee McGonigle maintains his accreditation through AAMRO http://www.aamro.com . Our secondary MRO Dr. Dale Fine maintains his accreditation through MROCC https://www.mrocc.org. Both organizations are the only organizations recognized by the US government for MRO accreditation.

2.4 When not otherwise regulated by 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.

DHHS standards mirror the DOT FMCSA standards in many ways, however we do recognize that you may test for additional drugs not listed in the DOT panels for NON-DOT tests. We also verify the collection sites we use for this contract have collectors and BAT technicians which have been trained to the DOT federal and DHHS standards listed below and the labs we utilize who supply the materials are SAMHSA certified labs and provide collection materials that conform to DHHS requirements. http://www.samhsa.gov/sites/default/files/workplace/specimen-collection-handbook-2015.pdf

2.5 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, ensure confidentiality and adhere to DHHS and SAMHSA standards.

DFB policy is to mirror the DOT federal standards when it comes to the handing, storing, testing and disposing of chain of custody forms and specimens. The employer (State of Nevada) is responsible for making sure that they maintain a 5 year record of refusals to test, positive drug test results and BAT test results. As a courtesy, DFB also maintains these records for the employer as well as well as follow all other guidance related to the storage, handling and maintaining the confidentiality of these records for the State of Nevada.

2.6 Do you obtain primary source documentation for licenses, board certifications, insurance coverage, etc.?

Yes.

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

DFB strictly adheres to the DOT Urine Specimen Guidelines published July 14, 2014 and requires all collection sites we utilize to follow the same standard. https://www.transportation.gov/odapc/urine-specimen-collection-guidelines

2.8 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.

DFB has a long history of providing LIVE training with Web Based Webinars. Our Webinars are 2.5 hours as required by DOT federal guidelines for Supervisor and Employee training including interactive sharing through polls and quizzes throughout the training to verify the training has been comprehended. We also provide this same training on DVD Discs if the State of Nevada has their own internal training staff and just needs the content. You can visit our website to view upcoming available classes which are posted throughout the year at http://www.drugfreebusiness.org and/or you can request a Webinar just for your own staff and we will schedule it at our mutual convenience. We can also provide customized "live" training events in person, where we include company policies, logos specific for The State of Nevada.

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

2.9.1 Marijuana (THC)

2.9.2 Cocaine

2.9.3 Opiates

2.9.3.1 Codeine
2.9.3.2 Morphine
2.9.3.3 6-AM (heroin)

2.9.4 Amphetamines

2.9.4.1 Amphetamine
2.9.4.2 Methamphetamine
2.9.4.3 MDMA
2.9.4.4 MDA
2.9.4.5 MDEA

2.9.5 Phencyclidine (PCP)

DFB will test to the DOT standard above as outlined above or to the most recent regulatory update as posted on the DOT website: https://www.transportation.gov/odapc/DOT_5_Panel_Notice_2010

2.10 List and outline costs for any available testing for additional controlled substances (e.g., methadone, oxycodone, barbiturates and benzodiazepines). Costs for additional panels must be provided separate from the required panels outlined in ***Section 3.8.*** Provide cutoffs and clinical basis (documentation) for cutoffs and validity of additional panels.

DFB will provide additional test analytes to an existing panel by request and provide pricing at the time of the request as there are literally hundreds of legal and illegal drugs which can be abused (i.e. steroids, fentanyl, K-2 aka Spice, Bath Salts, Ambien, LSD, etc.) and prices vary widely for these tests. When testing beyond the normal 5 panel is needed, it is recommended the state use an expanded 10 panel test which is far less expensive and far more efficient than the addition of a single test on a case by case basis. The logic for testing for additional drugs of abuse beyond the standard 5 panel includes the possibility of the abuse of prescription drugs. While the 5 panel test focus is mostly on illegal drugs of abuse, the 10 panel test includes 5 panel test plus those drugs that are only available by prescription however are now commonly abused or used without prescription: including oxycodone, hydrocodone, hydromorphone (alternate opiates), methadone, benzodiazepines, and barbiturates. The thresholds and cutoff levels for these prescription drugs are those that have been validated through SAMSHA certified labs and can and do slightly vary from lab to lab depending on the regent used and calibration of the specific instrument. The costs for both the 5 and 10 panel are in the pricing sheet. Any other pricing would be on an 'as needed basis' and quoted in advance of the test requested.

For more information on the DOT cutoff levels, please visit:
http://www.samhsa.gov/sites/default/files/workplace/2010GuidelinesAnalytesCutoffs.pdf

For more information on cut-off and confirmation levels for prescription drugs, please visit:
http://www.questdiagnostics.com/home/companies/employer/drug-screening/products-services/urine-test/urine-process-certifications.html

2.10.1 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).

The agency requesting special or additional testing can do so at the time of the drug test and write in the substance on the COC form i.e. "Fentanyl" at the collection site. Again, it's recommended to stay within the 5 or 10 panel test profile suggested whenever possible, but when testing for a specific substance not listed in either the 5 or 10 panel, it is recommended the agency in question contact DFB first to find out the feasibility of testing for the substance (i.e. detection limits, type of tests available and the cost before proceeding. In some cases, (i.e. Rohypnol) when specific drug abuse is suspected, the drug may only last in the system a few hours, so testing can be in vain and/or prohibitively expensive.

2.11 A positive test result for alcohol would be a concentration of alcohol in the person's blood or breath greater than .02 gram by weight of alcohol per 100 milliliters of his or her blood or per 210 liters of his or her breath.

2.12 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.

2.12.1 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.

All collection sites utilized by DFB would meet the requirements of 2.12 above in having NHTSA approved breath alcohol devices used by trained BAT technicians and facilities that maintain a QAP Quality Assurance plan for their instrument(s) and calibration log.

2.13 Provide, as an alternative to breath alcohol testing, testing to detect alcohol through a blood draw.

DFB would only utilize the blood alcohol method when BAT is not available. This usually is the case in remote locations after-hours, in hospital settings. The state agencies requiring this service would be provided with legal blood draw instructions along with a proper COC form to be used for the legal blood alcohol draw in advance and those locations would be identified in advance. It would be up to DFB to provide this information to the collection site in advance and/or have it available at the time of service.

2.14 Ability to provide priority service to employees brought in for reasonable suspicion testing. Describe process.

The collection sites used for this contract are not owned or under the control of DFB, but in all circumstances we will endeavor to work with our 3rd party collection sites to provide excellent service. The location and timing of the test will have a lot to do with whether or not expediting a reasonable cause test is even possible. For example, in an after-hour hospital setting, priority is given to injury care rather than drug testing, so it would be reasonable to assume there could be a wait. In urgent care or occupational health settings, again injury care takes precedence over drug and alcohol testing, however some sites do have the ability to expedite reasonable cause tests. DFB will endeavor to identify and direct the state to utilize these types of collection sites first which can accommodate this request.

2.15 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.

Exception: DFB does not currently have the ability to bill individuals for testing and we have provided this as an exception to the technical standard. Our suggested solution for this situation would be to direct the employee in question to a 3rd party collection site who could handle a cash/credit card transaction (which we would identify in advance) and then work with that collection site to have the test performed on our lab account with results being reported from our MRO's offices to the state. The collection site would be paid an administrative fee for providing this service for us on behalf of the State of Nevada.

2.16 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:

2.16.1 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.

2.16.2 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.

For DOT tests, this is part of the MRO review protocol, to let the employee know during the course of the MRO review that they are allowed to challenge the lab result and have the test retested at another lab at their own expense, however the state cannot delay such testing because of the employee's inability to pay directly for the test. If the employee chooses to have that split specimen, retested, DFB then will notify the lab in writing to have that specimen retested at another SAMHSA certified lab without delay and report the results back to the employer. DFB would then bill the services directly to the state would be charged with getting reimbursement from the employee who had requested the test. The same process would apply for NON-DOT tests under DHHS.

2.17 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. Subcontractors must be named in ***Section 4.2*** of this solicitation.

Collection sites for this contract can continue to be the same locations as previously used by the prior contract without interruption. DFB would contact those sites, should we be awarded this contract to review protocols and procedures at each site for each agency who uses these services. In addition, the state would also have a network of Quest preferred locations which would be at the preferred rate (see fee sheet) rather than the non-preferred rate. Some of these collection sites do have the ability to provide 24/7 coverage. Mobile collection fees would apply to any services provided after-hours or on holidays, whether or not they are provided by a mobile collector or a fixed collection site.

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

- Austin;
- Battle Mountain;
- Boulder City;
- Carlin;
- Carson City;
- Elko;
- Ely;
- Eureka;
- Fallon;
- Fernley;
- Gardnerville/Minden;
- Hawthorne;
- Henderson;
- Incline Village;
- Indian Springs;
- Jean;
- Las Vegas;
- Laughlin;
- Lovelock;
- Mesquite;
- North Las Vegas;
- Overton;
- Pahrump;
- Pioche/Panaca/Caliente;
- Reno;
- Sparks;
- Silver Springs;
- Tonopah;
- Virginia City;
- Wendover;
- Wells;
- Winnemucca; and
- Yerington.

DFB has Quest and/or Lab Corp preferred collection sites within a 20 mile radius at the following Nevada zip codes: 89701, 89706, 89801, 89052, 89121, 89106, 89104, 89102, 89101, 89108, 89169, 89118, 89128, 89102, and 89105 which are all in Nevada's current collection site network list. The only locations where there are no preferred sites are zip codes Battle Mountain, NV 89820; Caliente, NV 89008; Ely, NV 98301; Eureka, NV; 98316; Fallon, NV; 89406; Fernley, NV 89408 and Hawthorne, NV 98415 where the State of Nevada already has established collection sites through their current vendor and which we would use at the non-preferred rate. (See fee schedule). To see a full list of available collection sites, you can use our DFB collection site finder: http://dfbpro.com/locator/
Note: this also works as a mobile device on your phone.

2.19 If a collections site(s) is not available at any of the locations listed in 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.

2.19.1 State of Nevada, Department of Administration, Division of Human Resource Management (DHRM) has no distance radius requirement.

2.19.2 DHRM is looking for the best possible coverage.

2.19.3 Mobile collection services are acceptable if all required services can be provided.

2.20 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.

With DFB we can provide the State with an Excel spreadsheet of our preferred collection sites, our mobile application http://dfbpro.com/locator/ which can locate collection sites in all 50 states. In setting up collections, the state also has the option to order NON-DOT drug tests with the application FORMFOX which is a proprietary software program made available to employers used by multiple SAMHSA certified labs, so they can schedule drug tests at any location which uses the FORMFOX platform. This is at no additional cost to the state. Many of the Quest preferred sites use this platform as well as collection sites which are owned by Quest laboratories. This allows HR recruiters to go directly to this site and order a drug test for any candidate. The candidate is then sent an email to report to a specific site within a certain timeframe and then the test is reported back to the employer from DFB from our secure web portal. For a quick video demonstration of this process, please click on this link: https://formfox.com/demo.html

2.21 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.

DFB hours of operation are Monday – Friday from 7:00 AM to 4:00 PM currently, phones are answered until 6:00 PM for return MRO calls. If awarded this contract we would accommodate the state's requirement to have business hours extend to 5:00 PM, Monday-Friday Pacific time. We have a customer service team who can all answer questions relating to services, however your primary point of contact will be Noreen Lara, Client Services or Angela Iannone in her absence.

2.22 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.

Employers are notified about drug test results are available to view via email. They then log-on to our proprietary on-line reporting platform GERTRD. Once on that platform they are able to view results, see random selections, and generate usage reports needed for compliance with DOT regulations or for your own desired needs.
Our GERTRD system for tracking and reporting drug/alcohol testing results was designed and built to our specification over a four year period and is continuously being updated for greater security as well as ease of use. It is our own proprietary system, with account access monitored in real time with security alerts going directly to both our internal and external IT staff, 24/ . Failed password attempts and invalid time restrictions are just some of the measures to limit access and are immediately reported. We following Microsoft Best Industry Practices for security and maintain an on-going contract with a national IT consulting firm using Open DNS for all web connections as well as incoming email, which will encapsulate and isolate suspected Malware, Viruses and Trojans. We never sell our client information to outside advertising sources and only share information with those who are authorized (i.e. SAMHSA certified labs, DER, DOT Audits, etc.). We have our own IT staff as needed for trouble-shooting and consultation. When clients utilize our system, they log on to a secure site and can view test results for either one or several agencies (depending on authorization). For a demonstration of our capabilities please view this short demonstration video of our on-line reporting capabilities: http://mydfb.com/gertrd/

2.23 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 test results, billing and tracking, even those State entities that do not consistently use the contract.

DFB does this now for many different organizations that have multiple parties who access the system. Each account# is unique and allows only access to their own drug test results. On a higher administrative level, the State can, if they so choose, have a global administrative overview of each entity's usage of the drug testing program. Again, this can be demonstrated in this short video: http://mydfb.com/gertrd/

2.24 The awarded vendor(s) will render an invoice on a monthly basis to each individual department, agency, board or commission 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.

DFB does this now for many different organizations that have multiple parties who access the system. Each account# is unique and allows us to bill only for the services that particular entity uses. On a higher administrative level, the State can, if they so choose, we can also provide a global administrative overview of each entity's usage of the drug testing program and associated costs.

2.25 Workers' compensation related testing has one recipient for billing (i.e., the State's third party administrator); however, test results are sent to each specific agency's contact. (e.g., the test result for an employee from the Department of Administration is sent to the Department of Administration's contact, the test result for an employee from the Department of Business & Industry is sent to the Department of Business and Industry's contact).

2.25.1 Workers' compensation related invoicing shall be per each employee. Each workers' compensation related invoice shall not include information relating to more than one employee.

DFB has the ability to direct test results to one department while billing the result to another department. Each invoice can detail the date of service, employee ID, and service provided for each account that is set up. If the state requires a separate invoice for each individual worker's compensation claim, that can be done, but it will require a new account # in our system, which can delay getting workers tested. Typically it takes 24-48 hours for us to set up a new account# with the lab. It's recommended as both a cost and time savings instead to have separate account #'s for each workers compensation department who works on these types of claims. In that way, each authorized agency can see drug test results for only the cases that belong to them.

2.26 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."

Each SAMHSA certified lab that we work with can put together a litigation package if needed which tracks the COC form from the time of collection to the final result and all the required paperwork and testing including the calibration of instruments in between. These litigation packages, when necessary range between $500.00 and $1500.00 to produce. Each lab, correspondingly, also has their own certifying scientists and/or directors who can be called upon for deposition if needed.

2.27 The awarded vendor(s) shall provide timely (i.e., on or before the 20th of the month following the end of the quarter) quarterly reports to DHRM 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 for all accounts under the contract(s). Provide a sample report.

DFB has the capability of providing this type of report each quarter, and can and will do so as part of this contract. An actual example of this kind of report will be generated should we be invited to participate in the final selection process. We would like the State to provide the parameters and examples of the format desired.

2.28 If applicable, describe your implementation plan to meet a start date of January 1, 2017.

Prior to implementing this contract, we would agree to meet in person an initial meeting to review the processes and procedures needed by the State of Nevada to ensure this is a very smooth transition from one vendor to another. We would require at that time, a list of entities who currently use this state contract along with their contact information, current testing requirements and/or applicable policies and/or preferences for collection site needs. The state in turn, can request additional documentation they would like us to provide as well.

With this information we would set up the appropriate accounts and coordinate the services with applicable collection sites. Once that is in place, we would then put together a procedural manual that can be can be used by each specific agency meeting their specific needs which would detail the following: authorized contacts, preferred and non-preferred collection site list; applicable account #'s for each entity/department for both DOT and NON-DOT accounts as applicable. Instructions on how to order additional supplies, instructions for billing and contacts for customer service, billing, web page access and/or status of drug test results and/or troubleshooting.

We would then mail those packets to each agency and provide a live WEBINAR on how to access drug test results, view and use our web portal program and provide COC forms to each agency who needs forms. Alternately, the agency may also choose to use paperless chain of custody forms through FORMFOX www.formfox.com and we can also provide a training WEBINAR on how to use this system.

These processes would all be completed by December 15st, so we could have plenty of time to make sure all collection sites are ready to go by January 1st and to anticipate employee absences and vacations that happen normally during the holiday season.

2.29 Describe your quality assurance/control program(s).

As a NON-PROFIT, our primary mission is to make drug testing and background screening services available, affordable and accessible for all sizes of businesses including other clinics and employers where we provide DFB MRO services only. We make the goal of having a drug-free business and contributing to a drug-free community an attainable goal, whether you have thousands of employees or only a few employees. We are readily accessible and available for technical and policy consultations as needed or desired by our clients.

All of our clients are important to us, regardless of size, and our directors are available for consultations by email, phone or through in person meetings as needed. We have vested interest in creating drug-free workplaces which in turn create drug-free communities where we all work and live. We use a Microsoft Client Relationship Management (CRM) to track both complaints and compliments. All of our client service issues are tracked and resolved by our managers using our MS CRM (Customer Relations Management) software system as quickly as possible. We maintain our level of quality, by refusing to compromise our values.

Drug Free Business is fully covered by a standard Business Liability Insurance, Directors and Officers Insurance, and Professional Liability Insurance for Errors & Omissions. Because the vendor you select will be providing professional DFB MRO services, professional liability insurance is an important requirement, one we recommend you require of your service agent.

Drug Free Business has never been the subject of a legal challenge or law suit, however we always are available to assist our clients with expert testimony if their policy/procedures should be challenged-typically in worker's compensation and/or unemployment compensation administrative hearings, as well as our SAMHSA certified lab partners.

2.30 Do you currently have the following in Nevada:

2.30.1 A local representative?

No, we do not.

2.30.2 An established network of providers (i.e., collection sites)?

Yes: Our list is available to view from our drug test locator. We have over 6000 sites available nationwide and in most areas required by the State as stated in section 2.18 http://dfbpro.com/locator/

2.30.2.1 Submit a list of current Nevada providers; this can be included as an attachment to your proposal.

A comprehensive spreadsheet of both preferred and non-preferred collection sites in an Excel format will be provided to each agency who utilizes this contract that is relevant to each agency if we are selected at your vendor.

2.31 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).

DFB agrees that legal drug test information (i.e. pass/fail for a job, probation, parole, child custody, etc.) is proprietary and confidential and should be handled with the same discretion as medical records (drug tests that are used to treat, diagnose or prescribe medication) and to the standard of HIPAA regulations. We certify we are in full compliance with any medical records we may receive in the processing and/or review of drug test results.

2.32 All data is the property of the State. Data cannot be shared, distributed, or used outside contract specification without written permission from DHRM.

2.33 Provide pre-printed chain of custody forms for United States Department of Transportation (DOT) regulated drug testing.

2.34 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.

Please see attached COC forms in this package. If NON-DOT electronic chain of custody testing is so desired by the State of Nevada, please keep in mind not all preferred or non-preferred collection sites have that capability yet. A demonstration of how this works is available at http://www.formfox.com . If selected for this contract, DFB will detail the locations who can provide these services to you.

2.35 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.

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

2.37 State of Nevada statute and administrative code regulate State of Nevada candidate and employee testing including NRS 284.406 – 284.407 and NAC 284.880 – 284.894. DHRM shall attempt to timely apprise vendor(s) of any upcoming changes in NRS or NAC. Any change mandated by an addition, deletion or amendment to NRS or NAC shall be implemented no later than the effective date of the related NRS or NAC addition, deletion or amendment.

2.38 Any change mandated by an addition, deletion or amendment to federal law or regulation shall be implemented no later than the effective date of the related federal law or regulation addition, deletion or amendment.

DFB, we so agree to items 2.35, 2.36, 2.37 and 2.38.

Tab VII

Company Background and References

3. COMPANY BACKGROUND AND REFERENCES

3.1 VENDOR INFORMATION

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

Question	Response
Company name:	Drug Free Business
Ownership (sole proprietor, partnership, etc.):	Non-Profit (503) c
State of incorporation:	WA
Date of incorporation:	1988
# of years in business:	28 years
List of top officers:	Venus Mills, Executive Director Robi Bolton, Director MRO Services Tom Pool, Executive Administrator
Location of company headquarters:	11511 NE 195th Suite B Bothell WA 98011
Location(s) of the company offices:	Same as above
Location(s) of the office that will provide the services described in this RFP	11511 NE 195th B, Bothell WA 98011
Number of employees locally with the expertise to support the requirements identified in this RFP:	None locally
Number of employees nationally with the expertise to support the requirements in this RFP:	4 Key employees listed 8 supporting employees
Location(s) from which employees will be assigned for this project:	11511 NE 195th B, Bothell WA 98011

3.1.2 **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.

3.1.3 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://nvsos.gov.

Question	Response
Nevada Business License Number:	WA State **601184914**
Legal Entity Name:	Drug Free Business

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

Yes	X	No	

If "No", provide explanation.

3.1.4 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.

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

Yes		No	X

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	
Type of duties performed:	
Total dollar value of the contract:	

3.1.6 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

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

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.

3.1.7 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

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

3.1.8 Vendors must review the insurance requirements specified in ***Attachment E, Insurance Schedule for RFP 3268.*** Does your organization currently have or will your organization be able to provide the insurance requirements as specified in ***Attachment E.***

Yes	X	No	

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 3268.***

3.1.9 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 Business is a non-profit 501(c)(3) organization licensed in WA State formed in 1988 to assist employers, regardless of size, to start and maintain effective drug-free workplace programs and background screening programs. This results in a safer workplace, increased productivity, decreased liabilities, lower benefit costs and improved profit and morale as the result of the elimination of substance abuse and other risk factors in the workplace.

We provide policy development, supervisor and employee training, third-party administration of drug DOT & NON-DOT drug testing programs for both large corporate accounts and small businesses throughout the United States. We have programs for those who are required to have mandated testing under The Department of Transportation and Department of Defense, as well as employers who are not regulated but nonetheless desire to have a drug-free workplace. In addition, we have EAP programs available for employers as well.

EXPERIENCE

We have been in business since 1988 and currently serve over 2,500 member companies nationwide including national companies with multiple locations such as Campbell Soup, Pepperidge Farm, Godiva and Oldcastle Building. Many employer associations also recommend us to their members for assistance in starting drug-free workplace programs.

- We currently are the administrator of both DOT and NON-DOT drug testing programs for several building trade associations including The NW Wall & Ceiling Industry Drug-Free Card Program, SNAP (Sheet metal Northwest Anti-Drug Program) and United Union of Roofers & Waterproofers and Associated Trades. The services we provide include policy development, random selection programs, supervisor and employee training as well as administration of onsite collection services for both union and non-union workforces.

- As a full service third-party administrator of drug testing programs, we process between 5,000 – 7,000 drug tests per month from clients throughout the United States using multiple labs and locations. We have developed our own proprietary data management program (GERTRD) for accurate and timely reporting, billing, and specialized reporting and seamless reporting to our clients.

- We have a national network of collection sites of over 6,000 locations. All of our billing is consolidated. Fees for drug screen collections at third party sites, on-site collections, breath-alcohol testing, SAMHSA certified laboratory analysis and Medical Review Officer Services are coordinated and delivered seamlessly to our clients. All services are paid by DFB so our clients receive just one itemized and detailed statement for the services they use from our company.

DFB currently manages 677 random testing pools using the GERTRD *DFB* software program developed in-house specifically for our **Drug Free Business** clients to meet stringent DOT standards for all industries including FMCSA, FAA, FTA, FRA, PHMSA and US Coastguard and DOD . We can accommodate our clients' need for more than one random DOT pool or separate random pools if they fall under more than one Federal agency or drug testing program.

VENDOR PROFILE

Drug Free Business

11511 NE 195th Street Suite 102

Bothell, WA 98011 USA

Business License # 601184914, Not-for-Profit

- **Web site:**

  www.drugfreebusiness.org (drug testing services)

  www.creditecommander.com/drugfreebusiness/ (background screening)

- **Primary Contacts:**

Tom Pool, Administrative Director (800) 598-3437 x 202	tpool@drugfreebusiness.org
Venus Mills, C-SAPA, Executive Director x 208	vmills@drugfreebusiness.org
Robi Bolton, C-SAPA, Director of MRO services x 203	rbolton@drugfreebusiness.org
Esther Miller, Director of Marketing X 237	emiller@drugfreebusiness.org
Noreen Lara, Customer Services X 201	nlara@drugfreebusiness.org

MRO CAPABILITIES

Drug Free Business has an in-house Medical Review Officer team with more than 15 years of experience and expertise in the medical review of both DOT and NON-DOT drug testing. Hours of operation are Monday – Friday from 6am to 6pm including 3 MRO assistants to contact donors, verify prescriptions, review and coordinate chain of custody documentation and schedule the MRO interview for our MRO physicians. This allows us to review tests faster and with greater efficiency so negatives are reported within 24-48 hours with positive results being reported within 24-72 hours in most cases.

Dr. Dee McGonigle, our Chief MRO, has had a long and distinguished career as physician, surgeon, college professor, technical author and active physician in Occupational Medicine in the Seattle area since 1988. Dr. McGonigle was among the first group of physicians certified as Medical Review Officers in 1990 by AAMRO (American Academy of Medical Review Officers) and he currently maintains his accreditation by MROCC (Medical Review Officer Certification Council). He is now fully devoted to medical review services of both DOT & NON-DOT drug test results for Drug-Free Business. He and Dr. Fine, our assistant MRO both have had practical experience as occupational medicine physicians and emergency and urgent care medicine.

Dr. McGonigle and our staff keep current with drug testing regulations and MRO requirements by maintaining affiliations and training with the following associations: The National Drug Free Workplace Alliance, Institute for a Drug Free Workplace, Substance Abuse Program Administrators Association, Drug and Alcohol Testing Industry Association, American Academy of Medical Review Officers and Medical Review Officer Certification Council. Physician Curriculum Vitae, State Licensing and MRO certifications available on request.

REPORTING CAPABILITIES

Drug Free Business is proud of the fact that we can tailor our services to suit your unique and individual company needs and preferences. A drug test is collected either on-site at your facilities or at one of our preferred sites and in most cases, the test is analyzed by one of our SAMHSA certified lab partners (Quest, Lab Corp, PAML), downloaded to our GERTRD system and then reviewed and reported to our clients within 24 hours.

The majority of positive test results are reported within 24-72 hours after the donor has been contacted and MRO interview has been documented. In rare cases, this process may take longer due to holidays, after-hour testing, and inclement weather, additional testing as required by the lab or MRO or difficulty in reaching the donor to do the MRO review. In all situations, whether it's a DOT or NON-DOT test we do follow the appropriate DOT protocol in reviewing and reporting tests to our client. The only variables are the company policies that differ between DOT and NON-DOT tests (i.e. DOT observed test procedures or the drug test panel requested).

Our well established secure web-based systems make it very easy for large corporations to monitor and track compliance by various divisions or locations so administrators can verify each department is in compliance with the company's corporate drug and alcohol testing screening policies. Our drug testing programs allow a global view for the main HR administration team as well as individual views for off-site HR or DER representatives in different plants or departments or locations.

Our GERTRD system for tracking and reporting drug/alcohol testing programs was designed and built to our specifications but can be modified to meet your specific needs. We set up each client in a manner that matches your internal reporting structure. Therefore, you can delegate responsibilities to various levels of management or individuals, but maintain full oversight at higher levels. This includes the ability to view employee rosters, testing history and status of testing by locations or groups. This makes it very easy for managers to ensure that the company's drug testing policies are being followed at all locations. An example of how this system works is available at the following link: http://mydfb.com/GERTRD/

TRAINING CAPABILITIES

As part of our annual membership package Drug Free Business provides both DOT and NON-DOT ***Supervisor Drug Awareness and Reasonable Cause Training*** *and* ***Employee Awareness*** *training modules (2.5 hour live webinars) specific to the module needed (i.e. FMCSA, FAA, etc.). Our on-going training programs are easily available by signing up at our website, and classes are usually announced one month in advance for easily scheduling. We also have the same courses available on a DVD training discs ($100.00), so you can provide your own internal training programs using your own in-house supervisor or instructor, if you have your own education department.*

Our class trains the employer on how to make the rational determination that a reasonable suspicion drug and/or alcohol test is needed based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the covered employee. We talk in detail about the covered drugs of abuse, signs and symptoms of each drug, drug paraphernalia and identification of the drugs.

For additional service fees, we can customize our standard webinar training sessions to reflect your company specific drug testing policies and procedures with company logos and schedule live webinar sessions.

COLLECTION SITES and ONSITE COLLECTIONS

Drug Free Business maintains a current nationwide database of approx. 6,000 qualified active collection sites. This information is updated periodically from information supplied by our affiliated laboratories and our own research. We maintain and verify the collection sites follow the most current required DOT protocol. For all locations, we can:

- *Set up a new laboratory testing account(s) as needed. Supply each of your locations with pre-printed chain of custody forms if required for the individual locations, provide collection site routing maps or online paperless appointments (NON-DOT only, is paperless at this time).*
- *Locate the closest and most cost effect network preferred sites. In most cases these are laboratory owned sites or a collection site locations where we have a preferred collection site agreement. These sites are also available to view at http://www.drugfreebusiness.org at our collection site locator tool locator.*
- *Provide individual locations with several collection site options to choose from based on distance, hours of operation, cost and additional services that may be required (i.e. injury care, physicals, and medical surveillance.*
- *Finalize agreements with selected collection sites by transmitting collection protocol letter. This letter gives the collection site detailed instructions about your special or unique requirements and coordinates our services so the collection fees for drug and alcohol testing services are billed back to DFB.*
- *Generate a PDF map and authorization form that can be given to each applicant to help locate the collection site and also provides testing and client information useful to the collector at that site. Optionally, we can also provide at no additional cost, paperless ordering of drug tests through the use of paperless chain of custody forms through FORMFOX for NON-DOT candidates.*
- *Optionally, we can schedule on-site mobile collections for random selections, if so desired for 10 or more employees in select locations.*

For this contract, Quest Laboratories is the primary lab selected. Our preferred rates are available at any of their thousands of nationwide collection sites which can be located on our collection site locator tool:

http://dfbpro.com/locator/

3.1.10 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 Business has been providing Third Party Administration of private and public company drug testing programs, both DOT and NON-DOT for the past 28 years.

Reference #: 1	Manson Construction		
Company Name:	Drug Free Business 11511 NE 195th B Bothell WA 98011		
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR		***SUBCONTRACTOR***
Project :	Third Party Administrator of Drug & Alcohol testing services for Multi-State Contractor		
Primary Contact Information			
Name:	Larry Moore, Corporate Safety		
Street Address:	5209 East Marginal Way South		
City, State, Zip:	Seattle WA 98134		
Phone, including area code:	206 764 8553		
Facsimile, area code:	206 764 8590		
Email address:	lmoore@mansonconstruction.com		
Alternate Contact Information			
Name:	Carey Shannon, Assistant Safety		
Street Address:	Same as above		
City, State, Zip:	Same as above		
Phone, including area code:	Same as above		
Facsimile, area code:	Same as above		
Email address:	cshannon@mansonconstruction.com		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Coordinate drug testing services for a multi-state contractor with three different modes of testing: FMCSA, US Coastguard and NON-DOT testing programs for the states of WA, OR, AK, CA, LA, TX and new jobs as they occur. We provide the random selection services, lab testing and MRO review for all tests performed as well as coordinate and set up applicable collection sites as needed and coordinate all billing for all services, very similar to what the State of Nevada requires. All services provided are through our proprietary software system GERTRD which can be accessed by any client who uses our services.		
Original Project/Contract Start Date:	03/2015		
Original Project/Contract End Date:	Not Applicable		
Original Project/Contract Value:	Approximately 60,000.00 annually varies by project.		
Final Project/Contract Date:	On-going service contract with client		
Was project/contract completed in time originally allotted, and if not, why not?	Services are always provided in a timely manner as Manson receives new work orders in new geographical locations.		
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Our services are always provided within the budget and time required by Manson as is applicable for the state where services are needed. Different locations		

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

BUSINESS REFERENCE'S RESPONSE TO REFERENCE QUESTIONNAIRE FOR

STATE OF NEVADA REQUEST FOR PROPOSAL (RFP) 3268

LABORATORY ALCOHOL AND DRUG TESTING

PART A – TO BE COMPLETED BY PROPOSING VENDOR – *Please type or print*	
Name of Company Submitting Proposal:	Drug Free Business, 11511 NE 195th Suite B, Bothell WA 98011

PART B – IF APPLICABLE, NAME OF COMPANY ACTING AS SUBCONTRACTOR FOR VENDOR IDENTIFIED IN PART A – *Please type or print*	
Name of Subcontractor:	

PART C – BUSINESS REFERENCE INSTRUCTIONS	
1.	This Reference Questionnaire is being submitted to your organization for completion as a business reference for the company listed in Part A or Part B, above.
2.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: State of Nevada, Purchasing Division Subject: ***RFP 3268*** ***Attention:*** ***Purchasing Division*** Email: rfpdocs@admin.nv.gov Fax: 775-684-0188 Please reference the RFP number in the subject line of the email or on the fax.
3.	The completed Reference Questionnaire **MUST** be received ***no later than 4:30 PM PT August 23, 2016***
4.	Do **NOT** return the Reference Questionnaire to the Proposer (Vendor).
5.	In addition to the Reference Questionnaire, the State may contact references by phone for further clarification, if necessary.
6.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
7.	When contacting the State, please be sure to include the RFP number listed at the top of this page.
8.	We request all questions be answered. If an answer is not known please answer as "U/K". If the question is not applicable please answer as "N/A".
9.	If you need additional space to answer a question or provide a comment, please attach additional pages. If attaching additional pages, please place your company/organization name on each page and reference the RFP # noted at the top of this page.

PART D – COMPANY PROVIDING REFERENCE – *Please type or print* CONFIDENTIAL INFORMATION WHEN COMPLETED	
Company Providing Reference:	Manson Construction
Contact Name:	Larry Moore or Carey Shannon
Title:	Corporate Safety or Assistant Safety
Contact Telephone:	206 764 8553
Contact Email Address:	lmoore@mansonconstruction.com

Reference #: 2	Mechanical Contractors Association of Western WA
Company Name:	Drug Free Business 11511 NE 195th B Bothell WA 98011

Identify role company will have for this RFP project (Check appropriate role below):

	VENDOR		***SUBCONTRACTOR***
Project :	Third Party Administrator of Drug & Alcohol "Clean Card" Program for Multiple Employers		

Primary Contact Information	
Name:	Ed Kommers, Executive Director
Street Address:	83 South King Street Suite 219
City, State, Zip:	Seattle WA 98104
Phone, including area code:	206 442 9029
Facsimile, area code:	206 442 9364
Email address:	ekommers@mcaww.net
Alternate Contact Information	
Name:	Same as above
Street Address:	
City, State, Zip:	
Phone, including area code:	
Facsimile, area code:	
Email address:	
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Coordinate NON-DOT drug testing services for cooperative union-employer agreement for testing programs for Western WA. We provide the random selection services, lab testing, MRO review for all tests performed as well as coordinate and set up applicable collection sites as needed and coordinate all billing for all services, very similar to what the State of Nevada requires. All services provided are through our proprietary software system GERTRD which can be accessed by clients who uses our services. Each employer has their own unique log-in (like on-line banking) to view their own test results.
Original Project/Contract Start Date:	Since 2003 to Present
Original Project/Contract End Date:	Not Applicable
Original Project/Contract Value:	Approximately 120,000.00 annually
Final Project/Contract Date:	On-going service contract with clients
Was project/contract completed in time originally allotted, and if not, why not?	Services are always provided in a timely manner as needed by members. Union employees are dispatched from the hall and directed to approved collection sites available all over Washington State.
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Our services are always provided within the budget and in the time frame required as is applicable for this contract.

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
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BUSINESS REFERENCE'S RESPONSE TO REFERENCE QUESTIONNAIRE FOR

STATE OF NEVADA REQUEST FOR PROPOSAL (RFP) 3268

LABORATORY ALCOHOL AND DRUG TESTING

PART A – TO BE COMPLETED BY PROPOSING VENDOR – *Please type or print*	
Name of Company Submitting Proposal:	Drug Free Business, 11511 NE 195th Suite B, Bothell WA 98011

PART B – IF APPLICABLE, NAME OF COMPANY ACTING AS SUBCONTRACTOR FOR VENDOR IDENTIFIED IN PART A – *Please type or print*	
Name of Subcontractor:	

PART C – BUSINESS REFERENCE INSTRUCTIONS	
1.	This Reference Questionnaire is being submitted to your organization for completion as a business reference for the company listed in Part A or Part B, above.
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3.	The completed Reference Questionnaire **MUST** be received ***no later than 4:30 PM PT August 23, 2016***
4.	Do **NOT** return the Reference Questionnaire to the Proposer (Vendor).
5.	In addition to the Reference Questionnaire, the State may contact references by phone for further clarification, if necessary.
6.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
7.	When contacting the State, please be sure to include the RFP number listed at the top of this page.
8.	We request all questions be answered. If an answer is not known please answer as "U/K". If the question is not applicable please answer as "N/A".
9.	If you need additional space to answer a question or provide a comment, please attach additional pages. If attaching additional pages, please place your company/organization name on each page and reference the RFP # noted at the top of this page.

PART D – COMPANY PROVIDING REFERENCE – *Please type or print* CONFIDENTIAL INFORMATION WHEN COMPLETED	
Company Providing Reference:	Mechanical Contractors Association of Western WA
Contact Name:	Ed Kommers, Executive Director
Title:	Executive Director
Contact Telephone:	206 442 9029
Contact Email Address:	ekommers@mcaww.net

Reference #: 3	NW Wall and Ceiling Bureau http://www.nwcb.org/		
Company Name:	Drug Free Business 11511 NE 195th B Bothell WA 98011		
Identify role company will have for this RFP project (Check appropriate role below):			
	VENDOR		***SUBCONTRACTOR***
Project :	Third Party Administrator of Drug & Alcohol "Clean Card" Program for Multiple Employers		
Primary Contact Information			
Name:	Dick Mettler, Executive Director		
Street Address:	2825 Eastlake Avenue East #350		
City, State, Zip:	Seattle WA 98102		
Phone, including area code:	206 524 4779		
Facsimile, area code:	206 409 4841		
Email address:	rmettler@msn.com		
Alternate Contact Information			
Name:	Same as above		
Street Address:			
City, State, Zip:			
Phone, including area code:			
Facsimile, area code:			
Email address:			
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Coordinate NON-DOT drug testing services for cooperative union-employer agreement for testing programs for Western WA. We provide the random selection services, lab testing, MRO review for all tests performed as well as coordinate and set up applicable collection sites as needed and coordinate all billing for all services, very similar to what the State of Nevada requires. All services provided are through our proprietary software system GERTRD which can be accessed by the over 100 employers in this program. Each employer has their own unique log-in (like on-line banking) to view their own test results.		
Original Project/Contract Start Date:	Since 2000 to Present		
Original Project/Contract End Date:	Not Applicable, still providing services		
Original Project/Contract Value:	Approximately 72,000.00 annually		
Final Project/Contract Date:	On-going service contract with clients		
Was project/contract completed in time originally allotted, and if not, why not?	Services are always provided in a timely manner as needed by members. Union employees are dispatched from the hall and directed to approved collection sites available all over Washington State.		
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Our services are always provided within the budget and in the time frame required as is applicable for this contract.		

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

BUSINESS REFERENCE'S RESPONSE TO REFERENCE QUESTIONNAIRE FOR

STATE OF NEVADA REQUEST FOR PROPOSAL (RFP) 3268

LABORATORY ALCOHOL AND DRUG TESTING

PART A – TO BE COMPLETED BY PROPOSING VENDOR – *Please type or print*	
Name of Company Submitting Proposal:	Drug Free Business, 11511 NE 195th Suite B, Bothell WA 98011

PART B – IF APPLICABLE, NAME OF COMPANY ACTING AS SUBCONTRACTOR FOR VENDOR IDENTIFIED IN PART A – *Please type or print*	
Name of Subcontractor:	

PART C – BUSINESS REFERENCE INSTRUCTIONS	
1.	This Reference Questionnaire is being submitted to your organization for completion as a business reference for the company listed in Part A or Part B, above.
2.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: State of Nevada, Purchasing Division Subject: ***RFP 3268*** ***Attention:*** ***Purchasing Division*** Email: rfpdocs@admin.nv.gov Fax: 775-684-0188 Please reference the RFP number in the subject line of the email or on the fax.
3.	The completed Reference Questionnaire **MUST** be received ***no later than 4:30 PM PT August 23, 2016***
4.	Do **NOT** return the Reference Questionnaire to the Proposer (Vendor).
5.	In addition to the Reference Questionnaire, the State may contact references by phone for further clarification, if necessary.
6.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
7.	When contacting the State, please be sure to include the RFP number listed at the top of this page.
8.	We request all questions be answered. If an answer is not known please answer as "U/K". If the question is not applicable please answer as "N/A".
9.	If you need additional space to answer a question or provide a comment, please attach additional pages. If attaching additional pages, please place your company/organization name on each page and reference the RFP # noted at the top of this page.

PART D – COMPANY PROVIDING REFERENCE – *Please type or print* CONFIDENTIAL INFORMATION WHEN COMPLETED	
Company Providing Reference:	NW Wall and Ceiling Bureau
Contact Name:	Dick Mettler
Title:	Executive Director
Contact Telephone:	206 524 4779
Contact Email Address:	rmettler@msn.com

Tab VIII

Attachment G Proposed Staff Resumes

PROPOSED STAFF RESUME FOR RFP 3268

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

Company Name Submitting Proposal:	**Drug Free Business, 11511 NE 195th B, Bothell WA 98011**

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor.

Contractor:	***PRIME***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	**Tom Pool**	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	Executive Administrator		
# of Years in Classification:	**28 years**	**# of Years with Firm:**	**28**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Tom Pool, founder of DFB is a former Navy Intelligence Officer, and DEA Special Agent with over 21 years of experience in drug enforcement and education. During his career he was instrumental in capturing criminals on the Mexico / Texas border, training DEA agents in undercover detective work and the identification of drugs of abuse as well as search and seizure regulations. Tom was also instrumental in helping to develop the first program for Washington employers to realize a 5% discount on workers compensation rates for implementing a drug free workplace policy. Tom has also helped to initiate and negotiate several clean-card programs for Washington state union organizations like the Wall and Ceiling contractors as well as Roofing Contractors and Mechanical Contractors of Western Washington. Member and instructor for the Training Institute – Substance Abuse Program Administrators Association www.sapaa.com . Commissioner at Certification Commission for Drug and Alcohol Program Professionals www.ccdapp.org

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

For over 28 years Mr. Pool has provided expert testimony, helped our clients (employers) review and implement defensible drug testing policies and aided our clients in their day to day operations by consulting and answering our clients drug and alcohol policy questions. Tom also was influential in developing our proprietary electronic reporting software GERTRD which is designed to work for either small or very large employers or associations who have several layers of reporting and/or departments. Tom is our primary writer and developer of our DOT and NON-DOT on-line training programs and live webinars which are presented throughout the year for both employees (substance abuse) and for employers (Reasonable Cause training for substance abuse). Tom is also recognized as an expert trainer in the field of drug and alcohol detection and substance abuse policy implementation guidelines.
US Navy, Intelligence Officer 1966-1970: U of WA, Seattle WA Police Officer 1970-1974
DEA Special Agent 1974-1995; Coordinated DEA drug prevention programs in the 5 NW.states 1988-95.

EDUCATION

Information required should include: institution name, city, state, Degree and/or Achievement and date completed/received.

University of WA, Seattle WA 98104 BA in Economics 1966

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Certified Substance Abuse Program Administrator (CSAPA) - Certification Commission for Drug and Alcohol Program Professionals www.ccdapp.org

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Marty Chazin, Legal Counsel, Campbell Soup contact via email only: marty_chazin@compbellsoup.com
Larry Moore, Safety Mason Const.PH:206 764 8553 FX 206 764 8590 lmoore@mansonconstruction.com
Ed Kommers, Director of MCAWW PH: 206 612 7304 FX: 206 442 9364 ekommers@mcaww.net

PROPOSED STAFF RESUME FOR RFP 3268

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

Company Name Submitting Proposal:	**Drug Free Business, 11511 NE 195th B, Bothell WA 98011**

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor.

Contractor:	***PRIME***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	**Venus Mills**	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	Executive Director		
# of Years in Classification:	**15 years**	**# of Years with Firm:**	**15**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Venus Mills our Executive Director has been with DFB for the past 15 years. From her initial role as an HR and Accounting Manager, she has, under the tutelage and mentorship of Tom Pool, has been promoted to the position of Executive Director. Venus has been instrumental in our client negotiations and contracts, budgeting and managing our resources and overseeing our entire DFB staff. She is responsible for the professional management of our company and maintaining our level of expertise within the drug testing industry.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Ms. Mills has the coveted C-SAPA designation (Substance Abuse Professional Administrator) and knows all aspects of our business. She is a certified drug test collector and trainer, a BAT technician, MRO assistant and also has been invaluable in administering our various clean card programs with union/employer organizations. These organizations comprised of hundreds of like employers in similar industries, pool the non-drug test results so that union employees may freely move from one employer to another by maintaining a "clean card" and being in a robust random testing pool with other like workers. These clean card programs are complex in that the workers are actually reimbursed for their participation, which are in trusts that DFB manages. Ms. Mills has been instrumental in setting up and successfully administering payments from these trusts to the various employers and employees who participate in these plans. These innovative programs have been highly profitable for the employer, in that they reduce their overall expenses for drug testing by pooling the results, while still providing a high level of safety and security. Ms. Mills also oversees our IT professionals who keep our proprietary software program GERTRD current and up to date.

EDUCATION

Information required should include: institution name, city, state, Degree and/or Achievement and date completed/received.

University of Phoenix, Phoenix AZ BA in Accounting 2005

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

C-SAPACC (Substance Abuse Program Administrator Certification Counsel) & Certified Collector Trainer
2016 Commissioner for CCDAPP (Certification Commission for Drug & Alcohol Program Professionals)

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Brett Thomas, Marketing Multicare.org PH: 253 876 8124 FX: 253 459 6821 brett.thomas@multicare.org
Sandy Woolridge, Director SMACNA-OC. PH: 714-974-4409 FX: 714-974-4428 sandy@smaca-oc.org
Tim Carter, Business Agent Sheet Metal Workers PH: 425 493 5900 FX: 425 493 5901 timc@smw66.org

PROPOSED STAFF RESUME FOR RFP 3268

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

Company Name Submitting Proposal:	**Drug Free Business, 11511 NE 195th B, Bothell WA 98011**

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***PRIME***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	**Dr. Dee McGonigle**	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	Primary Medical Review Officer		
# of Years in Classification:	**26 years**	**# of Years with Firm:**	**14**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Dr. Dee McGonigle, our Chief MRO, has had a long and distinguished career as physician, surgeon, college professor, technical author and active physician in Occupational Medicine in the Seattle area since 1988. Dr. McGonigle was among the first group of physicians certified as Medical Review Officers in 1990 by AAMRO (American Academy of Medical Review Officers) and he currently maintains his accreditation by MROCC (Medical Review Officer Certification Council). He is now fully devoted to the practice of medical review services of both DOT & NON-DOT drug test results for Drug-Free Business. He and Dr. Fine, our assistant MRO who is under his direction, both have had practical experience as occupational medicine physicians and emergency and urgent care medicine.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Dr. Dee McGonigle, our primary MRO has providing MRO duties since 1990 working as an occupational health physician in the Seattle area from 1988-1994, the last employer, US Healthworks. His earlier career was as an emergency medicine physician and vascular surgeon at Sacred Heart Hospital in Spokane from 1988-1994. During his long and distinguished career, Dr. McGonigle has overseen thousands of drug tests each year in all modalities. He has provided MRO review for clients under FMCSA (Federal Motor Carrier Safety Administration), FAA (Federal Aviation Administration), PHMSA (Pipeline and Hazard Materials Safety Administration), US Coastguard, FTA (Federal Transit Authority) and DOD (Department of Defense) as well as NON-DOT specimens.

DFB MRO staff under his guidance process approximately 5,000 to 7,000 drug tests per month from various SAMHSA certified labs (PAML, QUEST, LAB CORP, CRL and Legacy).These processes include reviewing chain of custody forms for completeness and accuracy, submitting blind specimens and scheduling MRO review interviews. Our MRO's Dr. Dee McGonigle and Dr. Fine personally conduct MRO interviews with employees following the DOT federal guideline protocol and verify all prescriptions are current and taken properly without abuse. Drs. McGonigle and Fine are careful to document all activities related to MRO review in our proprietary software program GERTRD. Dr. McGonigle is also called upon as an expert witness when needed and to provide technical guidance to our staff. Dr. McGonigle' s and DFB's philosophy is to follow DOT proven guidelines in the processing, collecting, testing, reviewing and reporting drug test results serves our clients' needs very well.

For that reason DFB does not provide MRO review for any lab test method not currently approved by the DOT including Point of Care Tests (POCT), hair tests or oral fluid drug tests. We do recognize there is value in these alternate testing modalities, however there also has to be a universally accepted standard as there are in DOT test methods to fully validate these alternate test methods for workplace testing.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

University of Notre Dame, Notre Dame, IN
Bachelor of Science 1952

St. Louis University School of Medicine, St. Louis, MS
Doctor of Medicine 1955

Military Experience:

US Army Medical Corps, Captain
1956-58

Post-Doctoral Training:

University of California Medical Center, San Francisco, CA
Resident General Surgery 1958-64
Chief Surgical Resident 1963-64
Certified: American Board of Surgery 1965

St. Vincent's Medical Center, New York, NY
Internship 1955-56

Medical Teaching Experience:

University of California Medical Center, San Francisco, CA
1958-64, Surgical Residents, Interns, Medical Students

Sacred Heart Medical Center, Spokane, WA
1964-86, Family Practice Residents, Interns

Advanced Trauma Life Support Courses, Eastern Washington
1980-85, Director, Certified ATLS 1980

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

American Board of Surgery 1965
ACLS (Advanced Cardiac Life Support) 980
ATLS (Advanced Trauma Life Support) 1980
AAMRO 1990 – 2002
MROCC 2002- 2016 Current (02-05247 Certification)
Washington State Medical License, MD 00008976 BNDD BM 1465752

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Jean Carlsen, HR Director Pierce Transit 253 581 8081 FX: 253 984 8224 jecarlson@piercetransit.org
Kristin Toy, HR Director Exotic Metals 253 395 5304 FX: 253 458 3538 kristen_toy@exoticmetals.com
Bob Cook, HR Campbell Soup Co. 856-342-3806 FX: 856-342-6200 bob_cook@campbellsoup.com

PROPOSED STAFF RESUME FOR RFP 3268

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

Company Name Submitting Proposal:	**Drug Free Business, 11511 NE 195th B, Bothell WA 98011**

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***PRIME***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	**Roberta L Bolton**	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	Director of MRO Services		
# of Years in Classification:	**23 years**	**# of Years with Firm:**	**14**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Robi Bolton is a licensed practical nurse who under the oversight of our primary Medical Review Officer, Dr. Dee McGonigle, provides the day to day management of our MRO services department and MRO assistants since 1993. Ms. Bolton has on-going accreditation (C-SAPA) provided by prestigious SAPACC dba CCDAPP (Certification Council of Drug and Alcohol Program Professionals). http://www.sapaa.com As a LPN, she has worked with not only in the drug testing department but as a clinic manager overseeing occupational health issues, work related injuries and urgent care services.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

Under the direction of our primary MRO, Dr. Dee McGonigle, Ms. Bolton manages our MRO assistant staff of 2 who process incoming 5,000 to 7,000 drug test results monthly and oversee our random selection programs. This process includes reviewing chain of custody forms for completeness, our MRO reviewing lab results, submitting blind specimens, contacting employees and employers to coordinate the MRO activities of interviews and reporting out final results, coordination for our MROs to verify prescriptions with pharmacies and physicians, setting up the MRO interviews and documenting all these activities in our proprietary software program GERTRD. It also includes providing technical guidance for our own drug screen collection staff and to 3rd party collection sites who provide collector services. Ms. Bolton also assists in providing data as needed for audits and required recordkeeping and is a certified trainer for both DOT DS collection services and DOT Breath Alcohol Technicians under SAPAA.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Wright State University, Dayton OH 45435 BSN Undergrad, LPN Degree with an AD in Business 1980
LPN in Ohio 1975-1985 Licensed Practical Nurse WA State 1986-current License # LP00029969

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

C-SAPA Certified Substance Abuse Program Administrator 2008-2018
Commissioner SAPACC dba CCDAPP 2103, Vice President SAPACC dba CCDAPP 2015
Current: President: Certification Council for Drug Alcohol Program Professionals (CCDAPP) 2016

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Jean Carlsen, HR Director Pierce Transit 253 581 8081 FX: 253 984 8224 jecarlson@piercetransit.org
Kristin Toy, HR Director Exotic Metals 253 395 5304 FX: 253 458 3538 kristen_toy@exoticmetals.com
Bob Cook, HR Campbell Soup Co. 856-342-3806 FX: 856-342-6200 bob_cook@campbellsoup.com