

Request for Proposal for Random Drug Testing of Student Athletes

INTRODUCTION

Background: Trigg County Public Schools adopted 09.313 AP.1 Drug Testing of Student Athletes, as a result of this adoption; the District is seeking proposals from reputable vendors and/or businesses to assist in the compliance of this policy.

Quoted prices for services must be effective beginning September 27, 2018 and extend through June 30, 2019. Trigg County Schools retains the right to extend the awarded contract for services for up to three (3) more years in one-year increments from July 1, 2019, if applicable and with agreement of the service provider.

RFP PROCESS

Sealed bids will be received at the office of the Trigg County Schools, 202 Main Street, Cadiz, KY 42211, until 3:00 p.m.CST, September 6, 2018, for Student Athlete Random Drug Testing. All bids are subject to the terms and conditions of the bid invitation and must be received in sealed envelopes with the following identification:

“Bid –Student Athlete Random Drug Testing”

“Opening – 3:00 p.m. September 6, 2018”

“ATTN: James R. Mangels”

All proposals are to be valid for a period of not less than sixty (60) days from the day of the bid opening. The Board reserves the right to reject any and all proposals and to waive any informality in the proposal if that action is in the best interests of the Board.

Vendor Contact

Name one person to be the coordinator for your RFP response and for any clarification that might be necessary and include the following information on the first page of your RFP response. The individual submitting the proposals must be legally authorized to submit a proposal to provide services to Trigg County Schools. Failure to include all information listed could result in the RFP being disqualified.

Company:

Contact Name:

Title:

Address:

Phone:

Fax:

TIME SCHEDULE

The District anticipates the following timeline which will result in the selection of a proposer(s). Dates are subject to change if necessary.

August 24, 2018 RFP sent to various providers

September 6, 2018 Proposal due no later than 3:00 pm., bid opening at 3:00pm

September 13, 2018 Superintendent will recommend selected proposer(s) to Board

September 27, 2018 to maintain unscheduled randomness, proposer(s) shall be prepared to begin working/planning with District immediately

SCOPE OF SERVICES

Data Management

1. Advise the District of any changes in Federal/State requirements with respect to random student drug testing and act as subject matter expert on related issues.
2. Provide federally required record keeping, reporting, verification and inspection of records.
3. Design and implement random selection procedures.
4. Respect the confidentiality of this highly sensitive information.

Specimen Collection Services

1. Provide on-site urine specimen collection.
2. Provide for proper chain of custody and all necessary forms (i.e. Medical History, Consent to Test and Custody) relating thereto.
3. Provide collection supplies.
4. Monitor collection procedures and protocols of the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) Standards.

Laboratory Services

1. Provide a 9 Panel Drug Test with pH Nitrate.
2. Should the initial test result in a positive for any drug or drug metabolite, provisions must be made for a confirmatory test in a certified laboratory.
3. Provide proper documentation and storage of a portion of each specimen by the laboratory for at least six (6) months.
4. Written confirmation of all test results shall be forwarded by the testing laboratory to the District Office Coordinator and school principal.
5. The laboratory shall re-test if there is a positive first test.

Bids for these services are subject to the following conditions:

The successful bidder agrees to have each employee who will work on school premises in the District submit to a national and state criminal history background check and have each employee obtain a letter from the Cabinet for Health and Family Services stating the employee has no findings of substantiated child abuse or neglect pursuant to the requirements of KRS 160.380(7). The successful bidder agrees to obtain this information at no additional cost to the District and shall supply this information to the District prior to each employee working on school premises in the District.

**Trigg County Schools
202 Main Street
Cadiz, KY 42211**

Proposal for Drug Testing of Student Athletes

This proposal must be submitted to Trigg County Public Schools 202 Main Street Cadiz, KY 42211 by 3:00 pm CST, Thursday, September 6, 2018.

Proposal Submitted by:

Company/Organization_____

Address_____

City & State_____

Telephone_____

Fax_____

Printed Name of Authorized Representative Title

Signature of Authorized Representative Date

Item/Service	Scope	Cost Per Student
Initial 9 panel urine drug test with pH and Nitrate	For the 2018-2019 school year beginning on or near September 27, 2018 as defined by 09.313 AP.1 Drug Testing of Student Athletes. Up to three (3) additional years in one (1) year increments.	\$_____
Confirmatory test if initial 9 panel urine drug test is positive	Transportation and Chain of Custody to certified laboratory plus cost of confirmation test as defined by 09.313 AP.1 Drug Testing Student Athletes (7)	\$_____