

Office of Statewide Pretrial Services
State of Illinois Judicial Branch
Drug Testing
Request for Proposal

I. Background Information

The Office of Statewide Pretrial Services' (OSPS or Office) mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. The OSPS is a statewide office that provides pretrial services, serving as the designated pretrial service agency under the Pretrial Services Act, 725 ILCS 185. The Office implements pretrial services throughout Illinois by employing direct service pretrial staff who conduct pretrial investigations and provide various levels of pretrial supervision. Some of the individuals OSPS supervises on pretrial release are required to undergo routine drug testing.

The Office invites submissions of proposals for drug testing supplies and materials. The drug testing supplies must allow for onsite drug testing by collecting urine, saliva or sweat by OSPS staff with immediate results.

II. Directions

OSPS is seeking competitive proposals from interested and qualified vendors with a proven track record in providing quality drug testing kits. As outlined below, vendors shall submit proposals for drug testing supplies to pretrialservices@illinoiscourts.gov no later than 5:00 p.m. CST on September 20, 2022. Vendors who are deemed to have submitted responsive proposals must provide product samples for review and evaluation of quality.

The proposal must be submitted as two separate packets. The first packet will include the completed documents and attachments of the vendor's proposal including how it will deliver the services required. It must not include any pricing information. The pricing information must be presented on the attached Budget Template (see Attachment C) and submitted separately. Each document will be evaluated separately.

Section I: Statement of Interest: Each bid must include a statement of interest. The statement of interest must be signed by an individual authorized to bind the vendor contractually, indicating the signer's title position. The Statement of Interest must state that the offer will remain in full force and effect for 90 days beyond the deadline for submittal and that the offer may be accepted by OSPS at any time during those 90 days. An unsigned Statement of Interest will result in rejection of the bid.

Section II: Bid Form (Attachment A)

- Section III:** A Scope of work, which includes a (1) Bid Narrative (10 pages max); and (2) the completed excel file entitled "OSPS Drug Testing Requirements" (Attachment F).
- Section IV:** Ordering and Shipping: This section shall provide an overview of the ordering and shipping timeframes; indicate order minimums and maximums; indicate whether shipping is possible to multiple locations; indicate guaranteed delivery timeframes; and any additional information that is relevant to ordering and shipping. This section shall not include shipping costs, which shall be included, instead, in Section VII below.
- Section V:** References: This shall include a minimum of three (3) business references from prior engagements of similar size and scope as the services being requested by OSPS. Please list the most significant engagements performed in the last three (3) years that are similar to the engagement listed in this RFP. Reference checks will be conducted for each finalist.
- Section VI:** Company Organization and Diversity Questionnaire (Attachment B)
- Section VII:** Price Proposal (completed budget template, Attachment C)
- Section VIII:** Vendor Bid Certification Form (Attachment D)

OSPS will evaluate the proposals and may make one or more awards for drug testing supplies or materials. The selected vendor must be able to execute the AOIC's Standard Vendor Agreement for Goods and Services (Attachment E) and fulfill all required services. If subcontractors will be engaged, the vendor must include a complete list of all subcontractors intended to be used, their address, and a description of the work each subcontractor will be performing.

The OSPS anticipates executing a multi-year term with the initial contract, (i.e., minimum of 5 years), with the OSPS' option to renew the contract for an additional period (i.e., 5 years). The price proposal is to detail all associated costs with the purchase and shipment of drug testing supplies and materials.

OSPS will respond to all submitted questions on this proposal by August 30, 2022, at 5:00 P.M. CST. All questions must be submitted to pretrialservices@illinoiscourts.gov no later than August 22, 2022, at 5:00 P.M. CST. A list of all questions/answers will be posted on the "Procurement Opportunities" page of the illinoiscourts.gov website as part of this RFP.

This RFP is neither a contract nor meant to serve as a contract and does not create any obligation on the Office to affirmatively engage with any particular vendor. It is anticipated that proposals submitted in response to this RFP may be selected as the basis for negotiation of a contract with the vendor. Such a contract is presently contemplated to contain, at minimum, the terms of the proposal submitted, as finally negotiated, and approved by OSPS. OSPS reserves the right to negotiate additions, deletions, or modifications to the terms of proposals submitted. The Office's Standard Vendor Agreement for Goods and Services can be found as Attachment E.

The State reserves the right to award to the vendor that has the best overall proposal within the OSPS's timelines and to issue supplemental solicitations as warranted.

III. Key Dates

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| August 5, 2022, | Request for Proposal issued. |
| September 6, 2022, | All vendor questions submitted via email to pretrialservices@illinoiscourts.gov |
| September 8, 2022, | Answers to all vendor questions released. |
| September 20, 2022, | Proposal submission deadline not later than 5:00 PM CST via email to pretrialservices@illinoiscourts.gov |

IV. Scope of Work

The OSPS will monitor defendants released by the court pending the resolution of their criminal case (pretrial release). Sometimes, the court orders defendants to undergo routine testing for prohibited substances. OSPS is seeking to procure field drug testing kits, which can detect drugs through human urine, sweat, saliva or similar, reliable means. Drug testing kits shall be capable of detecting various drugs including, but not limited to, the following:

- Amphetamine
- Benzodiazepine
- Cannabis
- Cocaine
- Ecstasy (MDMA)
- Ethyl Glucuronide (EtG)
- Fentanyl
- Methamphetamine
- Opiates
- Adulterant

The drug testing kits must provide near immediate results. The testing supplies must be an inclusive package, be innovative, and easy to use. Mandatory and desired elements of the drug testing supplies and materials are as follows:

Mandatory Elements:

- Clear indication of whether the drug testing supplies test for the presence of prohibited substances through urine, saliva, or sweat.
- Drug testing results must be able to be interpreted within 5-15 minutes from time of collection.

- Drug testing supplies must be completely self-contained, portable, individually packaged for transportation, and testing in any location.
- Tests must be delivered complete, without any assembly required, and may incorporate the collection container and testing device in one integrated unit or include separate individual testing mechanisms, and separate sealable temperature-strip cups.
- If the drug testing supplies test a subject's urine, the vendor must indicate if the test cup can measure for the temperature of the sample, if applicable.
- Drug testing supplies must not require any mixing of reagents or pipetting of the urine sample.
- There must be an indicator on the test to let the operator know the test is operating properly and the results are valid.
- Drug testing supplies must indicate both positive and negative results.
- Drug testing supplies must be capable of being stored at room temperature with a minimum shelf life of twelve (12) months from the date of delivery.
- Drug testing results must be easy to read and interpret.
- Drug testing supplies must be highly accurate and reliable with performance data similar to Gas Chromatography/Mass spectrometry (GC/MS).
- Drug testing supplies must not require any pretreatment of the collected sample.
- Drug testing results must indicate if the results are influenced by abnormalities in pH or creatinine levels. For example, it should indicate the creatinine being too low is a possible reason for a negative urine test.
- The vendor must adhere to acceptable cut-offs as recommended by the Substance Abuse and Mental Health Services Administration (SAMHSA). Guidance is provided on pages 55-61 of the Clinical Drug Testing in Primary Care, Technical Assistance Publication Series TAP32.
- Vendor must indicate whether there is a separate delivery charge for new combination panels.
- Vendor must indicate whether they are able to provide confirmation testing of drug screening supplies results if/when necessary.
- Vendor must include pricing for confirmation testing, if applicable.
- Tier pricing based on quantities.
- Vendor must indicate if there is a separate delivery charge for new combination panels.
- Vendor must provide product samples for review and evaluation of quality, functionality, and ease of use, following bid opening, as requested by OSPS.

Desired Elements:

- OSPS would like to change the combination of drugs tested for multi-panel tests at no or minimal additional cost.
- Five (5) day delivery time for new combination of drugs on panel.
- OSPS would like to change the combination of drugs tested for multi-panel tests at no or minimal additional cost.

V. Training Requirements

The vendor shall be responsible for the provision of training for OSPS staff in all aspects of drug testing and use of equipment and materials. Training shall minimally include the following: administering screens, interpretation of results, use of protective equipment, validity of test results to present to Court. The vendor shall offer training sessions and provide manuals for all drug screening supplies, materials, and equipment. The vendor shall have technical and operational telephone support available on a toll-free basis, Monday-Friday, from 8:00 AM – 5:00 PM CST during the entire contract period. The vendor's price proposal shall include the cost of onsite technical support. The vendor shall include a statement in their proposal of all support services offered.

Technical support is expected to resolve any procedural issues in a timely manner and communicate with OSPS users to ensure support issues are received, progress is being made, and resolutions implemented and confirmed. Technical support shall be available for cross-reactivity, interpretation, accuracy, and sensitivity.

VI. Additional Information

Any alterations to the proposals made by the vendor may be grounds for rejection of proposal, or cancellation of any subsequent award. Proposals may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals, provided it fully conforms to the same general terms and requirements. OSPS will require the awarded vendor to provide a Certificate of Insurance issued by an insurance company licensed or authorized to provide insurance in the State of Illinois. Each Certificate of Insurance shall indicate current insurance coverages meeting minimum requirements as may be specified by this RFP. A failure to provide a current, Certificate of Insurance will be considered a material breach and grounds for contract termination.

VII. Evaluation of Bids

The Office will review all bids and make an award based on the comprehensiveness of the solution across several criteria including but not limited to the following:

- The number of mandatory requirements the vendor can fulfill, how the vendor will fulfill the requirements and the vendor's explanation contained within the Bid Narrative.
- Identification of which desired elements the vendor can fulfill and the explanation of how the vendor will fulfill the desired element.
- Ease of ordering and shipment.
- An estimated timeline for delivery of drug testing supplies and materials.
- A description of the most significant engagements performed in the last three years that are like the engagement listed in this RFP.
- Diversity of the Vendor.
- Explanation of whether any services will be subcontracted to a third party.
- Cost.