REQUEST FOR PROPOSALS
BOARD OF EDUCATION OF BOYLE COUNTY, KENTUCKY
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
101 Citation Drive Suite C
Danville, KY 40422

Random Student Drug Testing Services

The Board of Education of Boyle County, Kentucky (herein after called the Board or the Board of Education) will receive sealed proposals for the items and/or services listed herein. You are invited to submit a sealed proposal, subject to the terms and conditions of this request. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your proposal. The board reserves the right to reject any or all proposals in whole or in part.

Proposals must be mailed or delivered to Sandy Jupin, Secretary to the Superintendent, Boyle County Board of Education, 101 Citation Drive Suite C Danville, KY 40422, in an envelope marked "Random Student Drug Testing Proposal" in the lower left hand corner. The name and address of the vendor shall appear in the upper left-hand corner.

Copies of this Request for Proposal may be obtained at the Boyle County Board of Education, at the above address, between 8:00 a.m. and 4:30 p.m., Monday through Friday or at www.Boyle.kyschools.us, prior to the time and dates specified in this RFP. Questions regarding this RFP should be directed to Pam Tamme of Boyle County Schools. 859-236-6634.

PERIOD OF CONTRACT:
The contract shall be for the period July 1, 2019 through June 30, 2020, with mutually agreeable annual renewal periods. If either party wishes to non-renew, a minimum of 30 days’ notice must be supplied in writing. The contract may be terminated with 30 days’ notice in case of non-performance as determined by Boyle County Schools.

TIME OF OPENING:
Proposals will be opened at 2:35 p.m., Monday May 6, 2019 or as soon thereafter as the business of the Board permits. All proposals should be received by 10:00 a.m., Monday, May 6, 2019. Failure to have a proposal submitted prior to the Proposal deadline may prevent the reading of your proposal.
The Board of Education cannot assume the responsibility for any delay as a result of failure of the mail to deliver proposals on time. The Board of Education reserves the right to reject any and all bids or proposals.

LOCATION OF OPENING:
Proposals will be opened and read at the Boyle County Board office, 101 Citation Drive Suite C Danville, KY 40422. You are invited to be present at the opening, but the decision will be made at the next regular board meeting of the Boyle County Board of Education. Evaluations will be based on numerous items, such as cost, experience in providing services to other districts, references, etc. The contract will be awarded to the lowest cost and/or best evaluated proposal, or all proposals may be rejected. While price will be a factor in deciding which vendor is awarded the contract, qualitative factors will also be evaluated.
Specifically, past experience with student drug testing in the school setting and references will be considered. Any informalities in the bidding procedures or RFP may be waived by the Boyle County Board of Education.

PROPOSAL FORM SUBMISSION
Random Student Drug Testing

Required documents to be submitted: Proposal form Pages 1-4, Addendums to Proposal pages 1-4, Certificate of Liability and Workmen’s Compensation Insurance. The Vendor also agrees to submit to any applicable background checks as required by Boyle County schools at the vendor’s expense.

TO: Sandy Jupin
Boyle County Board of Education
101 Citation Drive Suite C
Danville, KY 40422
859-236-6634

PROPOSAL - CONFLICT OF INTEREST STATEMENT

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to his/her knowledge:

a. He/She, or any member of his/her immediate family, has a financial interest herein: or

b. a business or organization which he/she or any member of his/her immediate family has a financial interest as an officer, director, trustee, partner or employee, is a party; or

c. any other person, business, or organization with whom he/she or any member of his/her immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but not be limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of a specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky Law for any board member or employee with financial decision making authority, or a member of their immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding $25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system.
Random Student Drug Testing Services
BOYLE COUNTY BOARD OF EDUCATION

Proposal Opening:
May 6, 2019 2:35pm

Time:
Proposal Deadline—10:00 A.M. Friday, May 6, 2019
Proposal Opening - 2:35 PM

Proposal Item:
Random Student Drug Testing Services

Contract Start Date:
July 1, 2019

Submission of Proposals

Submit one (1) original and two (2) copies of the proposal. Information must be labeled and submitted in the order identified in the RFP.

By submitting a proposal, the vendor is indicating that he/she has read, understands and agrees to all the specifications outlined in this proposal.

Telegraphic or facsimile quotes are prohibited; any and all bids received electronically shall be considered a non-responsive quotation.

Evaluation Criteria

Price - 40%
Ability to meet specifications as indicated in the RFP – 30%
Past Experience in School Districts - References– 30%

Period of Contract:
The period of the contract shall be for the period July 1, 2019 through June 30, 2020. Annual Renewals are at the option of both parties. Parties must give 30 days’ written notice prior to termination.

Treatment of Proposals
Proposals may be accepted or rejected in part or in whole. The contract will be awarded based on best evaluated bid as indicated in the evaluation criteria

Addenda
Addenda will be mailed or delivered to all who are known by the Board of Education to have requested and were furnished RFP’s.

Right to Reject
The Boyle County Board of Education, reserves the right to reject any and all proposals where the best interests of the Board may be served. The Boyle County Board of Education also reserves the
right to reject any proposal where evidence or information submitted by the vendor does not satisfy the Board of Education that the vendor is qualified to carry out the details of the contract.

Awarded contractor(s) must include all charges in their proposal price.

SPECIFICATIONS:
RANDOM STUDENT DRUG TESTING
This request for proposal is for random student drug testing that will be administered to Boyle County Schools middle and high school students who participate in extracurricular activities, athletics, and/or drive to/from school. For the 12-month proposal period, it is estimated that students will be randomly tested 10 months (August through May), with approximately 30 students being randomly tested each month. Students who test positive for drugs on a random test will be mandatorily tested for a calendar year during school months, therefore an additional group of students may be added to the monthly testing, with the anticipation of this being as few as zero and no more than 10 additional students per month.

In the proposal, please include:
1. Pricing for the drug panel included in the attached sample/draft procedures, including screen cutoff and GC/MS cutoff.
2. Pricing for a standard 10-drug panel and the drugs included in the panel, including screen cutoff and GC/MS cutoff.
3. Pricing for a standard 12-drug panel and the drugs included in the panel, including screen cutoff and GC/MS cutoff.
4. Any forms your company requires students and/or their parent/guardian to complete before, during, and after the specimen collection process.
5. Details regarding any deviations from the procedural specifications included in the attached sample/draft procedures.
6. Details regarding the on-site testing process, including who is present from the testing company and how specimens are collected to ensure accuracy and confidentiality.
7. Details regarding evaluation of the specimens, including verification and communication of results and the timeline of receiving results at the school level.
8. Details regarding the storage of the specimens, including length of time and ongoing confidentiality of records.
9. The role of the Medical Review Officer in ensuring the accuracy of test results.
10. Qualifications, licensures, certificates related to drug testing.
11. An authorized signature to bind.
12. A list of all school districts your company currently is under contract with to do random student drug testing in the schools.
13. A minimum of two references from current school districts receiving random student drug testing services by your company.
Responses

Responses should answer all specifications contained in this RFP with requested supplementary documentation provided. Responses should clearly represent price per service with a total price for all services. Please properly label any addenda included as supplementary documentation with the proposal page and item number.

Proposal Response Form – Page 1

1. Price for the drug panel included in the attached sample/draft procedures, including screen cutoff and GC/MS cutoff.

$ _____________________

2. Price for a standard 10-drug panel and the drugs included in the panel, including screen cutoff and GC/MS cutoff.

$ _____________________

3. Price for a standard 12-drug panel and the drugs included in the panel, including screen cutoff and GC/MS cutoff.

$ _____________________

4. Any forms your company requires students and/or their parent/guardian to complete before, during, and after the specimen collection process. Please indicate below and include copies in supplementary documentation.

5. Details regarding any deviations from the procedural specifications included in the attached sample/draft procedures.

6. Details regarding the on-site testing process, including who is present from the testing company and how specimens are collected to ensure accuracy and confidentiality.
7. Details regarding evaluation of the specimens, including verification and communication of results and the timeline of receiving results at the school level.

8. Details regarding the storage of the specimens, including length of time and ongoing confidentiality of records.
9. The role of the Medical Review Officer in ensuring the accuracy of test results.

10. Qualifications, licensures, certificates related to drug testing.

11. List all school districts your company currently is under contract with to do random student drug testing in schools.

12. A minimum of two references from current school districts receiving random student drug testing services by your company.
CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

In compliance with the REQUEST FOR PROPOSALS, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in the Proposal shall be in compliance with all requirements and technical specifications included in this request for proposals, except as noted below: Also, I, hereby, certify that no member of my immediate family with financial decision making authority is an employee or board member of the Boyle County Board of Education. The below signature also indicates the authority to bind the company to the enclosed proposal.

EXCEPTIONS:

NAME OF COMPANY________________________________________________
ADDRESS_________________________________________________________
__________________________________________ZIP CODE______________

BY_________________________________________________ DATE___________________
(SIGNATURE)

PLEASE TYPE NAME_________________________________________________

OFFICIAL TITLE___________________________________________________

TELEPHONE NUMBER___________________________FAX NUMBER______________

E-MAIL CONTACT ADDRESS ______________________
TESTING PROTOCOLS

1. Prior to trying out for or joining an extracurricular team or activity not required by a class, including athletics, or prior to being authorized to drive or park on school property, the student participant or driver and his/her parent/guardian shall read Policy 09.423 and related Procedures and shall acknowledge, in writing, that they have read and understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures. The student participant or student driver and his/her parent/guardian shall also sign the “Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing” form before the student will be permitted to try out for any athletic team, join an extracurricular activity, or be authorized to drive/park on school property.

2. Prior to being tested, each student participant or driver shall complete a “Chain of Custody Form” and a “Consent to Test Form”. The forms shall identify the student participant or driver only by a confidential number and shall be in a sealed package, which shall be forwarded to the testing laboratory with the urine specimen.

3. Student participants’ urine specimens may be tested for the following, which may include, but may not be limited to the following:
   a. Alcohol
   b. Amphetamines (including Meth)
   c. Marijuana (including Synthetic Marijuana)
   d. Cocaine and its derivatives
   e. Opiates (including Synthetic Opiates)
   f. Phencyclidine (PCP)
   g. Benzodiazepine
   h. Propoxyphene
   i. Methadone
   j. Performance enhancing substances
   k. Other illegal or controlled substances.

4. All student participants and drivers shall be subject to random testing at any time during the school year or for however long they choose to participate in extracurricular activities and/or drive and park on school property. If a student is an acknowledged member of a team or extracurricular activity from the prior school year, they will remain a member of the current year unless written notification of nonmember status is submitted and signed by the student and parent.

5. No fewer than 30 students will be randomly chosen to be drug tested each month during the school year. The Boyle County Board of Education shall be responsible for the cost of random drug testing related to implementation of this procedure.

6. The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted on the school campus by a professional testing company selected by the Board.
7. The testing laboratory approved by the Board shall determine which student participants or student drivers are to be tested by the random drawing of numbers from all student participants and drivers in the testing pool.

8. Collection procedures for urine specimens shall be developed, maintained, and administered by the testing company in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students’ specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of results. To that end, the procedure will require:
   a. The presence of a Principal/Assistant Principal immediately prior to the collection process to ensure proper student identification and supervision prior to specimen collection.
   b. The presence of one (1) or more representatives of the testing laboratory when the specimen is taken.
   c. The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be permitted privacy during the collection process.
   d. Immediately prior to entering the private bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representative present for student identification.
   e. Prior to entering the private bathroom facility utilized for the collection process, the testing laboratory shall treat water in the private bathroom facility with coloring substance (frequently referred to by the testing laboratories as “bluing the water”) to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.

9. Each specimen shall initially be tested using a highly accurate immunoassay technique (“EMIT”). Initial positive results must be confirmed by gas chromatography/mass spectrometry (“GC/MS”). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test be reported as positive.

10. A split sample of each urine specimen given by each student shall be preserved by the testing laboratory for a minimum of six (6) months.

11. In the case of a student participant or student driver testing positive, the following actions shall take place:
   a. The drug testing laboratory’s Medical Review Officer (MRO) will contact the student’s parent/guardian if under the age of eighteen (18), or will contact the student if eighteen (18) years of age or above, for an interview verifying the student’s medical history.
   b. The MRO will contact the student’s doctor and/or pharmacist to verify any medications prescribed.
   c. Failure by the student and parent/guardian to produce the verifying information will result in a positive test result.
   d. After reviewing the information, the MRO will determine if any of the prescribed medications caused the positive test result and will certify the drug test results.
as positive or negative. If the result is deemed negative after the medical history is taken into consideration, the MRO will notify the parent/student.

12. Written confirmation of all test results shall be forwarded by the testing company to the Designated School Representative (DSR), who shall provide the results (negative or positive) to the Principal/Designee and Head Coach or Organization Advisor. All test results are confidential and shall be maintained by the Designated School Representative (DSR) under the strictest security.

13. The test results forwarded to the Designated School Representative (DSR) shall indicate that positive results were confirmed by the GC/MS technique and shall indicate the name of the individual for whom the test results are being reported, the type of test indicated on the custody and control form, the date and location of the test collection, the identity of the persons or entities performing the collection and analysis of the specimens and reporting test results, the verified results of the controlled substances test, and, if positive, the identity of the controlled substance(s) for which the test verified positive. Test results shall be forwarded to the Designated School Representative (DSR) in a manner to ensure that the DSR cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.

14. In the event that a student participant’s or driver’s urine specimen produces a positive result, the Principal and sponsor shall meet with the student participant or driver and the student’s parent/guardian, if the student is under the age of eighteen (18), to disclose and discuss the test results. At this meeting the student shall be advised of his/her procedural rights.

15. Any student who has tested positive or the student’s parents or legal guardians may contest the test result by informing the Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor’s statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student’s defense of the case may result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student’s parents or legal guardians, further laboratory analysis shall be conducted with the student’s remaining urine specimen preserved by the testing laboratory at the student’s expense.

16. The final determination of the student’s eligibility shall be made at the school level by the Principal.

17. Any refusal by a student to be tested shall be treated as a violation, and the appropriate sanctions will be assessed. (See Sanctions.) The student’s parents or legal guardians shall be notified by the Principal of the refusal and sanction.

18. One (1) year after the student turns eighteen (18) years old or one (1) year after the student’s graduation, whichever is later, all records in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or records be placed in the student’s academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. For
students who transfer out of the District or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.