

REQUEST FOR QUOTE

SUBSTANCE ABUSE BUCCAL SWABS AND TESTING

REQUIREMENTS AND SPECIFICATIONS

SCOPE OF SERVICE

The Hamilton County Department of Job & Family Services (HCJFS) is seeking proposals for the purchase of buccal swab substance abuse testing kits for adult and minor individuals administered by HCJFS, Children's Services staff. All tests and confirmations will be performed on state-of-the-art equipment by experienced laboratory staff. The analytical methods used for the detection of drugs of abuse should be scientifically accepted and approved by the appropriate state and/or federal licensing entity. In addition, substance abuse testings must be legally defensible.

REQUIREMENTS

Providers must have adequate capacity to accommodate supplying buccal swabs and reporting results rapidly. In 2023, HCJFS scheduled 2,765 drug screens and 1,555 drug screen results were reported.

Test results must be provided to HCJFS within:

- one (1) business day for negative swab;
- three (3) business days for a positive swab.

A. Additional requirements:

1. Toxicology levels must be provided upon request.
2. Result Reporting must be typed, submitted on official business letterhead and individualized (one referent per report).
3. Provider must give HCJFS notice of closure, due to scheduled service interruptions (i.e. computer systems upgrades) a minimum of one (1) week, prior to actual closure.
4. Within 30 days of selection, Provider must submit a FAQ sheet to minimally address items such as: when to use a specific type of test; provide recommendation on frequency of testing; and list a contact person who will be readily available to address additional questions.

QUALIFICATIONS

Provider must submit the following:

1. A copy of all required licensures from any state and/or federal entity;
2. A copy of any accreditations held by your agency; and
3. Details of your staff's qualifications to conduct substance abuse testing.

TESTING METHODOLOGY

Provider must provide the following information:

1. Detail your procedures to ensure specimen integrity, validity of testing, and how you ensure the chain of custody is maintained, including additional processing if there is an initial positive testing.
2. Detail what substances the testing will identify. Testing, at a minimum, must identify the following substances: 6-acetylmorphine, Alcohol, Amphetamine, Barbiturates, Benzodiazepines, Buprenorphine (Suboxone), Cocaine, Ketamine, Ecstasy, Marijuana, Methadone, Opiates, Fentanyl, and Tricyclic Antidepressants. HCJFS reserves the right to periodically review the panel of substances tested to determine if appropriate substances are being tested and modify the panel if needed.
3. Indicate what the threshold will be for considering a screening positive for a given substance.
4. In addition to the basic testing described above, if there are additional substances Provider can test for, please list those substances and the additional cost, if any, for each.
5. Other than buccal swabs, are there alternative testing methods used by your agency (i.e. breathalyzer, blood, hair)? If yes, detail what substances can be identified using these testing methods, the cost of the testing, and the benefit of using these alternative testing methods.
6. Explain in detail your process if a specimen does indicate positive for a tested substance.

CAPACITY

Provider must provide the following:

1. Describe in detail your current capacity and how you will address the increased capacity if awarded a contract with HCJFS;
2. Describe the geographic areas Provider serves; and

COST

HCJFS will only pay for pre-authorized clients that complete substance abuse testing with usable results. Please provide a unit cost of each substance abuse test. Any additional cost for toxicology confirmations should also be submitted with bid.

CONTRACT ISSUES

The contract term will be one (1) year with 2 optional one year renewals. Provide budget increases for renewal years.

QUESTIONS

Questions regarding this quote must be e-mailed to Kris Bullock,
hamil_contractservicesprocurementbullock@jfs.ohio.gov

on or before **January 12, 2024 no later than 1:00 pm EST**. Questions will also be posted on HCJFS' website at www.hcjfs.org (select About and then Request for Quotes). HCJFS will answer questions no later than **January 17, 2024** by the close of business.

QUOTE SUBMISSION

Please submit quotes **no later than 1:00 p.m. EST on or before January 26, 2024** to
hamil_contractservicesprocurementbullock@jfs.ohio.gov

SUBSTANCE ABUSE SCREENING SERVICES COST SHEET

Descriptions	Testing Methods Available	Unit Rate (s)
Twelve (12) Panel Testing At a minimum, this screening should include testing for the following substances: 6 Acetylmorphine, Alcohol, Amphetamine, Barbiturates, Benzodiazepines, Buprenorphine, Cocaine, Ecstasy, Marijuana, Methadone, Opiates, Tricyclic Antidepressants.		
Toxicology Confirmations		

**OTHER SUBSTANCES TESTING FOR AND/OR RECOMMEND IF NEEDED
OUTSIDE OF THE PANEL LISTED ABOVE**

Descriptions	Testing Methods Available	Unit Rate (s)