



**SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE**

*Purchasing Department*

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<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM #1**

**RFP #23-0036**

**PRE-EMPLOYMENT SCREENING & ON-CALL LABORATORY SERVICES**

June 5, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Pre-Employment Screening & On-Call Laboratory Services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

**1. Do you utilize packages today? If so, what packages?**

*Answer: Yes, the following packages are currently used.*

Local 1 Background and DT	Out of Town 1 Background and DT	Public Works Background and DOT Drug Test	Background Only
L2 MVR and DT	O2 MVR and DT	P2 MVR w PW DOT DT	B2 MVR Only
L3 Background with MVR and DT	O3 Background with MVR and DT	P3 Background with MVR and PW DOT DT	B3 Background with MVR
L4 Background with Credit and DT	O4 Background with Credit and DT	P4 Background with Credit and PW DOT DT	B4 Background with Credit
L5 Background with Credit MVR and DT	O5 Background with Credit MVR and DT	P5 Background with Credit MVR and PW DOT DT	B5 Background with Credit MVR
L6 Background with Education Verif and DT	O6 Background with Education Verif and DT	P6 Background with Education Verif and PW DOT DT	B6 Background with Education Verif
L7 Background with Education Verif MVR and DT	O7 Background with Education Verif MVR and DT	P7 Background with Education Verif MVR and PW DOT DT	B7 Background with Education Verif MVR
L8 Drug Test Only	O8 Drug Test Only		B8 Education Verif and Credit
			B9 Education Verif and MVR
			B10 MVR and Credit

**2. Do you wish to develop known alias and maiden names to be searched as part of the criminal history records search? This is best practice for due diligence.**

*Answer: Yes*

- 3. Can you provide more information regarding the National Institute on Drug Abuse (NIDA) 5 panel test? For example, can you provide a test code or a list of the cutoff levels used in the panel?**

*Answer: The NIDA 5 panel test is required by the Department of Transportation. It tests the following categories:*

- Marijuana (THC)
- Cocaine
- Amphetamines
- Opioids
- Phencyclidine (PCP)

*We cannot provide test codes. Cutoff levels are 0.00.*

- 4. Can you provide the cutoff levels for the expanded substances requested in Section V.B.4?**

*Answer: Cut off levels are 0.00*

- 5. Can you clarify Section V. B. 7.: “The county will make payment based on normal business hours provided by vendor during solicitation review.” Do you mean you will not accept an increase in fees related to after-hours testing?**

*Answer: This statement means that the normal business hours provided by the vendor in the RFP response are what will be used to determine when a standard rate is applied versus after-hours testing. We will pay increase fees for after-hours testing when outside the normal business hours provided in the response to the RFP.*

- 6. Does the County require completion of Appendix with vendor proposals or is it to be provided by the selected vendor after intent to award notification is received?**

*Answer: It is preferred with the proposal.*

- 7. V. Scope of Work, Section B, Points 2-3: Would you like the two panels identified (i.e. NIDA and Expanded Testing as requested) applied to all modalities identified (i.e., urine, breath, blood, and saliva)?**

*Answer: Yes*

- 8. V. Scope of Work, Section C, Points 3: Is Sedgwick County seeking drug screening conducted via instant cups as described above, or are you seeking traditional laboratory services complete with non-negative laboratory confirmation and MRO review for the purpose of verifying all results and coordinating donor communication for positive results?**

*Answer: We are seeking services as traditional laboratory services, with non-negative laboratory confirmation and MRO review for the purpose of verifying all results and coordinating donor communication for positive results.*

- 9. VII. Required Response Content, Item 6: Is a Certificate of Insurance / Proof of Insurance due with Proposal submission or at a future point, prior to award?**

*Answer: A COI must be provided at the time of award / contract.*

- 10. IX. Response Form: Is a Small Business, Minority Business, or Women-Owned Business designation required to qualify for this business? If so, in what percentage?**

*Answer: Being a small, minority, or women owned business is not required to qualify for this business. We collect that data for our own records.*

**11. If this work is in progress currently and if you are able, please provide the name of your incumbent vendor.**

*Answer: NATSB National Screening Bureau.*

**12. If this work is in progress currently please provide pricing as agreed with the incumbent vendor.**

*Answer: All past RFP awards and contracts are available on the Sedgwick County website.*

**13. Is Sedgwick County experiencing any pain points with the incumbent vendor?**

*Answer: The county will not disclose specifics of the relationship with the current vendor.*

**14. Is Sedgwick County willing to sign an NDA for your RFP?**

*Answer: No*

**15. Please note: The RFP number on pages 17 through 22 should be #23-0036.**

Firms interested in submitting a proposal must respond with complete information and **deliver on or before 1:45 pm CDT, Tuesday, June 13, 2023.** Late proposals will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”**

Sincerely,



Britt Rosencutter  
Purchasing Agent

BR/ks