

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: August 1, 2020

NOTICE OF CONTRACT

COMMODITY: Drug and Alcohol Testing Services

CONTRACT NO.: 8002719

NIGP: 952-0700

VENDOR: NHMTA Services, Inc.
19 Henniker Street
PO Box 3898
Concord, NH 03302

VENDOR # : 216194

CONTACT PERSON(S): Vera Tucker
Tel. No.: 603-415-8311
Fax No.: # 603-415-8332
E-Mail: vera@nhmta.org

EFFECTIVE FROM: August 1, 2020 through July 31, 2023

PAYMENT & TERMS: Payments shall be made via ACH*.

INVOICING & PAYMENTS: Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

ORDERING: State agencies will place their orders direct to vendor by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures.

QUESTIONS: Direct any questions to Erica Brisson, 603-271-7272 or Erica.Brisson@das.nh.gov

SCOPE OF SERVICES:

Specimen Collection and Drug Testing/Laboratory/Medical Review Officer Services

- Establish multiple collection sites throughout the State capable of handling all required tests, including alcohol screening when required. Employee travel time is important. Thirty minutes travel time, one way, to a collection site shall be considered reasonable. At a minimum, one collection site must be available 24 hours per day, 7 days per week in close proximity to the cities of **Manchester, Keene, Laconia, Lebanon, Lancaster, Littleton, Portsmouth and Concord.** Mobile testing may suffice for after-hours collection or screening in the event that a fixed-location collection site is not available at the requisite time in a particular area.

- Statewide mobile testing may also be required under certain special circumstances.
- Implement the collection process, including total number of collected samples, to conform with all applicable laws, regulating orders and statutes containing federal, state or municipal requirements for urinalysis drug testing and, where applicable, alcohol screening.
- Provide a sufficient quantity of chain of custody forms for use by the State's employees.
- Establish testing by a US DHHS or NLCP certified laboratory using proper chain-of-custody procedures.
- Employ the services of a Medical Review Officer ("MRO"), who shall be a Medical Doctor (as defined by federal DOT regulations). To be qualified to act as an MRO, the MRO must be knowledgeable of substance abuse disorders, with the appropriate medical training to interpret and evaluate a positive test result together with the medical history and any other relevant biomedical information of the donor.
- Have capability to conduct a minimum of fifty (50) Federal DOT drug tests for affected employees per month from the following categories:
 - Pre-Employment
 - Random
 - Reasonable suspicion
 - Post-accident / Incident return to duty (following DOT violation)
 - Quality Control
- Have capability to conduct a minimum of ten (10), non-US DOT / FMSCA drug tests for affected employees per month from the following categories:
 - Pre-Employment
 - Random
 - Reasonable suspicion/cause
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to work (following rehabilitation)
 - Quality Control
- Conduct urinalysis drug testing for the following (may be superseded by USDOT regulations at any time):
 - Marijuana metabolites
 - Cocaine metabolites
 - Amphetamines (amphetamine and methamphetamine)
 - Opiates metabolites
 - Phencyclidine (PCP)
 - Adulterating substances
- Conduct urinalysis drug testing for the following , non-US DOT / non-FMSCA:
 - **Panel Option #1 (NON-DOT 5 panel – DOT equivalent)**
 - Marijuana metabolites

- Cocaine metabolites
 - Amphetamines (amphetamine and methamphetamine)
- Opiates
- Phencyclidine
- Adulterating Substances

Panel Option #2 (5 panel with expanded opiates)

- Marijuana metabolites
 - Cocaine metabolites
 - i. Amphetamines (amphetamine and methamphetamine)
 - Opiates metabolites
 - Phencyclidine (PCP)
 - Expanded Opiates
 - Adulterating substances

Panel Option #3 (10 panel with expanded opiates)

- Marijuana metabolites
 - Cocaine metabolites
 - Amphetamines Opiate metabolites
 - Phencyclidine (PCP)
 - Barbiturates
 - Benzodiazepines
 - Methadone
 - Propoxyphene
 - Methaqualone
 - Expanded Opiates
 - Adulterating Substances
- Have the capability to conduct alcohol screening tests for minimum of ten (10) affected employees per month from the following Categories:
 - Random
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Return to duty (follow-up testing)
 - Have the capability to conduct alcohol screening tests for a minimum of five (5) affected employees that are not regulated through the Federal DOT regulations per month from the following categories:
 - Random
 - Post-accident / Incident
 - Reasonable suspicion
 - Return to duty (following rehabilitation)
 - Return to duty (follow-up testing)

CDL / Pre-employment Physicals

1. Establish **multiple** collection sites throughout the State capable of providing CDL and Pre-Employment physicals. At a minimum, the service shall be provided during normal business hours and shall be scheduled within three (3) working days of the request.
2. A minimum of two (2) Sites shall be established per District. There are currently six (6) districts and five (5) bureaus in the State of New Hampshire. A map can be found on the NH Department of Transportation's website.

<https://www.nh.gov/dot/org/operations/highwaymaintenance/documents/DistrictEngineersandTownsMap.pdf>

3. Ability to bill individuals for CDL Pre-employment Physical testing at the contracted rate.

Random Database (Segregate by Agency)

1. Using a computer based random number generation program, provide the data and list of employees that are subject to the Federal DOT drug testing requirements for monthly drug and alcohol random tests. The employee test identification number shall be the agency number, license number, employee name, employee number. Testing will be on an annualized random basis for 50 percent of all affected employees in safety sensitive positions for drugs and 10 percent for alcohol or as currently prescribed by US DOT regulations.
2. Maintain, in coordination with the utilizing state agencies, a current updated database of all employees that are subject to the Federal DOT drug testing requirements. Database to include at least the following information on each employee: name, license number, employee number and agency, district, or bureau number.
3. Using a computer based random number generation program, provide the data and list of NHDOT safety-sensitive employees for quarterly drug and alcohol random tests. The employee test identification number shall be the agency number and employee identification number. Testing will be on an annualized random basis for 50 percent of all affected employees in safety sensitive positions for drugs and 10 percent for alcohol or as currently prescribed by USDOT regulations.
4. Maintain, in coordination with the State of NH and other qualified State agencies, a current updated database of all safety-sensitive employees. Database to include at least the following information on each employee: name, or employee identification number, and agency, district, or bureau number.

Record Keeping, Reporting and Certification

1. All records of the test program, which may be stored at the Contractor's test facility, will be the property of the State of New Hampshire or other qualified State agencies.
2. The Contractor shall maintain records concerning the collection process and test results for at least 5 years for positive test and at least 1 year for a negative test.
3. Assure that all urine specimens are retained by the drug- testing laboratory for a minimum of one year or as currently prescribed by USDOT regulations.
4. The Contractor shall assure all positive test results are forwarded directly to the MRO for disposition to the department or other qualified state agencies; the employee, if positive; and the Employee Assistance Program (EAP), if required.

5. The Contractor shall provide the department or qualified State agencies with a monthly summary of all tests conducted, the results of such tests, an annual summary report, and any other reports or documentation necessary for compliance with Federal law.

Random Database (Segregate by Agency)

5. Using a computer based random number generation program, provide the data and list of employees that are subject to the Federal DOT drug testing requirements for monthly drug and alcohol random tests. The employee test identification number shall be the agency number, license number, employee name, employee number. Testing will be on an annualized random basis for 50 percent of all affected employees in safety sensitive positions for drugs and 10 percent for alcohol or as currently prescribed by US DOT regulations.
6. Maintain, in coordination with the utilizing state agencies, a current updated database of all employees that are subject to the Federal DOT drug testing requirements. Database to include at least the following information on each employee: name, license number, employee number and agency, district, or bureau number.
7. Using a computer based random number generation program, provide the data and list of NHDOT safety-sensitive employees for quarterly drug and alcohol random tests. The employee test identification number shall be the agency number and employee identification number. Testing will be on an annualized random basis for 50 percent of all affected employees in safety sensitive positions for drugs and 10 percent for alcohol or as currently prescribed by USDOT regulations.
8. Maintain, in coordination with the State of NH and other qualified state agencies, a current updated database of all safety-sensitive employees. Database to include at least the following information on each employee: name, or employee identification number, and agency, district, or bureau number.

Record Keeping, Reporting and Certification

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PRICING:

DESCRIPTION	FY 21	FY 22	FY 23
	8/1/2020 - 6/30/2021	7/1/21 - 6/30/22	7/1/22 - 7/31/23
Itemized cost for drug testing collection kit. And chain of custody form (ea.)	N/C	N/C	N/C
Drug Test – Lab Analysis INCLUDES collection Services/Medical Review office Evaluations	\$48.00	\$48.25	\$48.50
Alcohol Test- Breathalyzer (Screening & Confirmation Testing)	\$36.00	\$36.50	\$37.00
Quality Control Samples	N/C	N/C	N/C
Additional Cost for Mobile On-Site Laboratory	\$50.00	\$50.00	\$50.00

Litigation Assistance Fees:	\$150.00
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