

STATE OF NEW HAMPSHIRE  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX  
25 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301

DATE: October 28, 2016

NOTICE OF CONTRACT

COMMODITY: Drug & Alcohol Testing

CONTRACT NO.: 8002091

COMMODITY CODE: 952-0700

CONTRACTOR: Arcpoint Labs VDR# 230980  
71 Spit Brook Rd. Suite 109  
Nashua, NH 03060

CONTACTS: Perry Ziehm  
Email: [pziehm@arcpointlabs.com](mailto:pziehm@arcpointlabs.com)  
Phone: 603-494-0015

CONTRACT PERIOD: November 1, 2016 through October 31, 2019

TERMS: Net 30 Days

F.O.B.: Destination

ORDERING: WRBP personnel shall call/fax/email Contractor direct for ordering

TERMINATION: The State of New Hampshire shall have the right to terminate the purchase contract at any time by giving the successful Contractor a thirty (30) day written notice.

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. When evaluating the bid offer, 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.
- 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 of 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
- 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 3 working days of the request.
2. A minimum of 2 Sites shall be established per District.
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, social security number, Employee Name. 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 safety-sensitive employees. Database to include at least the following information on each employee: Name; social security number and agency, district, or bureau number.
3. Using a computer based random number generation program, provide the data and list of employees that are not subject to the Federal DOT drug testing requirements, (non-US DOT / FMSCA) for monthly 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.

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

**Pricing:**

	FY 17	FY 18	FY 19	FY 20
	11/01/16 - 06/30/2017	07/01/2017 - 06/30/2018	07/01/2018 - 06/30/2019	07/01/2019 - 10/31/2019
<b>Itemized cost for drug testing collection kit.</b> And chain of custody form (ea.)	NC	NC	NC	NC
<b>Drug Test - Lab analysis.</b> INCLUDES collection Services/Medical Review Officer Evaluations	\$ 47.00	\$ 47.00	\$47.00	\$ 47.00
<b>Alcohol Test - Breathalyzer</b> (Screening & confirmation test)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
<b>Quality Control Samples</b>	NC	NC	NC	NC
<b>Additional cost for Mobile On-site Laboratory</b>	\$ 215.00	\$ 215.00	\$ 215.00	\$ 215.00

<b>Litigation assistance Fees:</b>	\$150.00
------------------------------------	----------

Laura Ingram  
Purchasing Agent  
603-271-2009  
[laura.ingram@nh.gov](mailto:laura.ingram@nh.gov)