

**DRUG TESTING AND BACKGROUND SCREENING SERVICES
QUESTIONS AND ANSWERS
2020-008**

Q1. Could you share with me the Scope of Service?

ANSWER: Please see RFP (page 6).

Q2. How many employees does the city currently employ?

ANSWER: Much of our hiring is seasonal. Please see RFP (page 2) for annual hiring estimates.

Q3. What is the projected # of screenings per month (or annually) expected to be run?

ANSWER: Please see RFP (page 2) for annual hiring estimates.

Q4. Who is your current provider for drug testing and background screening services? Please provide their current pricing, if possible.

ANSWER: Applya is the current drug testing provider. NCSI is the current background screening provider.

Q5. What is your estimated budget for this project?

ANSWER: N/A. Please see RFP (page 2) for annual hiring estimates.

Q6. Are there any pain points with your current provider?

ANSWER: Cost and inconvenience top the list of pain points with current providers.

Q7. Why are you evaluating new providers for drug testing and background screening services?

ANSWER: CCPRC is evaluating new providers in order to lower cost and increase convenience.

Q8. What is your anticipated start date?

ANSWER: ASAP

Q9. On page 11 of the RFP, Factor 2 – Past Performance states CCPRC requires five references. Attachment 1g, question one asks for three references. Will CCPRC please confirm how many references you are seeking?

ANSWER: Three references will suffice. See Addendum

Q10. Number 10 in Attachment 1g asks for all substantial orders filled in the past three years. We deal with tens of thousands of clients nationwide, and as a privately held company we do not divulge into this information. Would it be acceptable to provide a small sampling of client projects within the past three years, or will the provided references be acceptable?

ANSWER: A sampling of client projects within the past three years is acceptable.

- Q11. Third-party pass-through and access fees vary by state. Is it acceptable for vendors to write "varies" in the unit cost field of the price proposal and attach the lists of state fees? If not, how would you like vendors to price this item?

ANSWER: It is acceptable for vendors to write "varies" in the unit cost field of the price proposal and attach the lists of state fees. See Addendum - Revised Price Proposal

- Q12. In regards to drug testing, please confirm you are seeking the vendor to price only one of the two listed drug testing options. Or if both, how would you like the total cost calculated at the bottom of the price proposal?

ANSWER: Please price both options. Using the lower of the two drug testing prices to calculate the total is acceptable.

- Q13. Is it acceptable to provide a list of different drug testing options to CCPRC?

ANSWER: Yes.

- Q14. In regards to the package pricing, do you want us to include all names developed from SSN or only name provided?

ANSWER: Prices for both (name provided as well as aliases) are welcome

- Q15. In regards to the contract, does this need to be signed and submitted with proposal or post award? Is it possible to redline the contract and provide with the proposal?

ANSWER: Post award. Please submit questions regarding contract prior to submittal of proposal.