

State of Maine
Master Score Sheet

RFP# 202302035				
Drug & Alcohol Testing				
Bidder Name:		Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)	Norton Medical Industries	Workplace Health, MaineGeneral Medical Center
Proposed Cost:		\$68,808	N/A	\$249,897.50
Scoring Sections	Points Available			
Section I: Preliminary Information	Pass/Fail	Pass	N/A	Pass
Section II: Organization Qualifications and Experience	25	23	N/A	15
Section III: Proposed Services	45	37	N/A	18
Section IV: Cost Proposal	30	30	N/A	8
TOTAL	<u>100</u>	<u>90</u>	<u>N/A</u>	<u>41</u>

Award Justification Statement
RFP# 202302035 - Drug and Alcohol Testing

I. Summary

The Department of Administrative and Financial Services – Bureau of Human Resources, Office of Employee Health and Wellness (Department) sought Drug and Alcohol Testing services to support and sustain implementation of a drug and alcohol testing program for employees performing safety-sensitive functions.

II. Evaluation Process

An RFP Evaluation Team comprising Financial Expert, Business Expert, two Subject Matter Experts, and one Alternate provided individual reviews of the two (2) proposal that met and passed the pass/fail criteria outlined within the RFP. The RFP Evaluation Team then met for team consensus evaluation meeting to review each proposal based on the criteria outlined within Part IV section(s) I, II, III, and IV of the RFP. Evaluation Team Consensus notes for each section of each proposal are reviewed and discuss; methods used included utilizing a plus (+) = positive consensus notation; and minus (-) = negative consensus notation for each section reviewed.

III. Qualifications & Experience

The select Bidder Northern Light Drug Testing Services provided the most relevant and complete proposal content outlining their demonstrated qualification and experience for providing the proposed services. These included:

- Provided CDL examples
- Current network of 57 collection sites available
- Provided case example of accidents where there are 4 sites available 24 hours a day

IV. Proposed Services

The select Bidder Northern Light Drug Testing Services provided in their complete proposal the highest scoring scope of services responses which included the following positives which set them apart.

- Description of their statewide collection sites
- Have dedicated private areas for collection and breath alcohol testing
- Outlined how they are leveraging the technology that they have through their lab providers for tracking and documenting sample collections that meets both State and Federal policy requirements

V. Cost Proposal

Northern Light Drug Testing Services proposed a cost of \$68,808.

VI. Conclusion

The selected bidder Northern Light Drug Testing Services provided a proposal that demonstrated the most comprehensive alignment with the State of Maine service needs at a competitive cost. Out of all bids, Northern Light scored a total of 90 point of 100 points available. Northern Lights presents the best value to the State of Maine.



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
Office of Employee Health and Wellness
61 State House Station
Augusta, ME 04333-0061



Janet T. Mills, Governor
Kirsten LC Figueroa, Commissioner

Shonna Poulin-Gutierrez, Executive Director

RFP# 202302035 AWARD NOTIFICATION LETTER

7/6/2023

Affiliated Healthcare Management DBA Northern Light Drug Testing Services
Attn: Katrina Barnes, Director of Operations
931 Union Street
Bangor, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFP # 202302035, Drug and Alcohol Testing

Dear Katrina Barnes:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative & Financial Services for RFP # 202302035 Drug and Alcohol Testing. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

Affiliated Healthcare Management DBA Northern Light Drug Testing Services

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:
Shonna Poulin-Gutierrez
A26552EFD3404CA...

Shonna Poulin Gutierrez
Executive Director | Office of Employee Health & Wellness
State of Maine Bureau of Human Resources
61 State House Station | 4th Floor, Burton M. Cross Building | Augusta, Maine 04333-0061

CC: File

Nathan Morse, RFP Coordinator
Director of HR Wellness Programs | Office of Employee Health & Wellness

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



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Kirsten LC Figueroa, Commissioner

Shonna Poulin-Gutierrez, Executive Director

RFP# 202302035 AWARD NOTIFICATION LETTER

7/6/2023

Norton Medical Industries
Attn: Adam Rafkin, Project Administrator
6265 Sepulveda Boulevard, Suite 13
Van Nuys, CA 91411

SUBJECT: Notice of Conditional Contract Award under RFP # 202302035, Drug and Alcohol Testing

Dear Adam Rafkin:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative & Financial Services for RFP # 202302035 Drug and Alcohol Testing. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Shonna Poulin Gutierrez
Executive Director | Office of Employee Health & Wellness
State of Maine Bureau of Human Resources
61 State House Station | 4th Floor, Burton M. Cross Building | Augusta, Maine 04333-0061

CC: File

Nathan Morse, RFP Coordinator

Director of HR Wellness Programs | Office of Employee Health & Wellness

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Kirsten LC Figueroa, Commissioner

Shonna Poulin-Gutierrez, Executive Director

RFP# 202302035 AWARD NOTIFICATION LETTER

7/6/2023

Workplace Health, MaineGeneral Medical Center
Attn: Racheal McKenney, Customer Success Manager
35 Medical Center Parkway
Augusta, ME 04330

SUBJECT: Notice of Conditional Contract Award under RFP # 202302035, Drug and Alcohol Testing

Dear Racheal McKenney:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative & Financial Services for RFP # 202302035 Drug and Alcohol Testing. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

Affiliated Healthcare Management DBA Northern Light Drug Testing Services

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Sincerely,

DocuSigned by:

Shonna Poulin-Gutierrez

A26552EFD3404CA...

Shonna Poulin Gutierrez

Executive Director | Office of Employee Health & Wellness

State of Maine Bureau of Human Resources

61 State House Station | 4th Floor, Burton M. Cross Building | Augusta, Maine 04333-0061

CC: File

Nathan Morse, RFP Coordinator

Director of HR Wellness Programs | Office of Employee Health & Wellness

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: June 14th, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services

Name of RFP Coordinator: Nathan Morse

Names of Evaluators: Shonna Poulin-Gutierrez (Financial Expert), Nathan Morse (Business Expert), Beth Getchell (Subject Matter Expert), Beatrice Turner (Subject Matter Expert), and Roberta DuPont (Evaluator)

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
• Bidders must provide responses in proposal for File #1 for all Section I 1 & 2 content requirements.	x	
• Bidders must provide responses in proposal for File #2 for all Section II 1 - 7 content requirements.	x	
• Bidders must provide responses in proposal for File #3 for all Section III 1 & 2 content requirements.	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	45	37
Section IV. Cost Proposal	30	30
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: June 14th, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Section I Preliminary Information (File #1)

NONE NOTED BY EVALUATION TEAM

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: June 14th, 2023

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

- (+) Provided CDL examples
- (+) Based in Maine
- (+) Have experience working with the State of Maine
- (+) Organizational chart was simple and detailed with job descriptions
- (+) 57 collection sites available
- (+) They have a team to provide 24-hour reporting
- (+) Services to over 1,300 companies' nation wide
- (+) In case of accidents, there are 4 sites available 24 hours a day
- (+) They provide service at a single access point
- (+) Technical assistance for trouble shooting services is offered
- (+) All current certificates for liability and lab requirements were submitted and met requirements
- (+) Provided responses to all sections 1 – 7 required within file 2

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: June 14th, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45	37

Evaluation Team Comments:

- (+) Description of their statewide collection sites
- (+) Maintain after hours testing that meets State of Maine needs
- (+/-) There wasn't distinction between the fixed location vs the mobile testing sites for 24 hour testing
- (-) We are unaware of the business relationship between the bidder and the mobile on-site drug and alcohol testing services providers documented in response to section A1A
- (+) They have dedicated private areas for collection and breath alcohol testing
- (+) Outlined how they are leveraging the technology that they have through their lab providers for tracking and documenting sample collections that meets both State and Federal policy requirements
- (+) Have a designated a medical review officer
- (+) Long history of working with the State of Maine's EAP vendor
- (+) Provided a case example that had a clear description of how after-hours testing would fit existing policy
- (+/-) Work plan response stated no lapse in service or contract but lacked a detailed timeline
- (+) Has worked with the state since 1999

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: June 14th, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$68,808	÷	\$68,808	x	30 points	=	30

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing
BIDDER: Norton Medical Industries
DATE: N/A

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services
Name of RFP Coordinator: Nathan Morse
Names of Evaluators: Shonna Poulin-Gutierrez (Financial Expert), Nathan Morse (Business Expert), Beth Getchell (Subject Matter Expert), Beatrice Turner (Subject Matter Expert), and Roberta DuPont (Evaluator)

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
• Bidders must provide responses in proposal for File #1 for all Section I 1 & 2 content requirements.	X	
• Bidders must provide responses in proposal for File #2 for all Section II 1 - 7 content requirements.		X
• Bidders must provide responses in proposal for File #3 for all Section III 1 & 2 content requirements.		X
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	N/A
Section III. Proposed Services	45	N/A
Section IV. Cost Proposal	30	N/A
<u>Total Points</u>	<u>100</u>	<u>N/A</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing
BIDDER: Norton Medical Industries
DATE: N/A

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Proposal was not reviewed by RFP Evaluation Team due to failure to pass Section II File #2 – Bidder only provided two business examples in Appendix C; and Section III File #3 Bidder did not provide a copy of their Dun & Bradstreet report.

Per Part IV of the RFP: Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Workplace Health, MaineGeneral Medical Center

DATE: June 14th, 2023

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services

Name of RFP Coordinator: Nathan Morse

Names of Evaluators: Shonna Poulin-Gutierrez (Financial Expert), Nathan Morse (Business Expert), Beth Getchell (Subject Matter Expert), Beatrice Turner (Subject Matter Expert), and Roberta DuPont (Evaluator)

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
• Bidders must provide responses in proposal for File #1 for all Section I 1 & 2 content requirements.	x	
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• Bidders must provide responses in proposal for File #3 for all Section III 1 & 2 content requirements.	x	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	15
Section III. Proposed Services	45	18
Section IV. Cost Proposal	30	8
<u>Total Points</u>	<u>100</u>	<u>41</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Workplace Health, MaineGeneral Medical Center

DATE: June 14th, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Section I Preliminary Information (File #1)

- Met minimum requirements for file 1

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Workplace Health, MaineGeneral Medical Center

DATE: June 14th, 2023

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	15

Evaluation Team Comments:

- (-) Didn't provide specific history/experience regarding the services we're looking for
- (-) The three project examples didn't include any CDL projects
- (+) Provided all certifications and licensures
- (-) Unsure if drug screen collectors meet Federal Guidelines
- (+) Indicated there have been no litigations in the last 5 years
- (+) Bidder met all minimum requirements of section 2.
- (-) Bidder was not clear in proposal how they would ensure compliance with Federal Specimen Collection requirements; see sited source here: 49CFR40.67H (<https://www.transportation.gov/odapc/part40/40-67>)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Workplace Health, MaineGeneral Medical Center

DATE: June 14th, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	45	18

Evaluation Team Comments:

- (-) Mobile testing can be arranged quarterly but are needed monthly
- (-) Fees for additional mobile testing are not clear
- (-) After hours testing being in Waterville presents limitations to the State of Maine
- (-) Indicate they do not have a statewide network in place to support our service needs
- (+) Indicated two medical review officers on site
- (+/-) Can offer trainings but they would need to be developed
- (-) Unclear whether Workplace Health is maintaining COC's or copy of COC's
- (-) Invoicing reporting requirements were unclear
- (-) Workplan request was not met
- (+) Bidder is willing to comply with any State and Federal regulations

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER: Workplace Health, MaineGeneral Medical Center

DATE: June 14th, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$68,808	÷	\$249,897.50	x	30 points	=	8

Evaluation Team Comments:



STATE OF MAINE
DEPARTMENT of Administrative &
Financial Services

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing

I, Beatrice Turner accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:
Beatrice Turner
7B119123E1F0456...
Signature

6/1/2023
Date



STATE OF MAINE
DEPARTMENT of Administrative &
Financial Services

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing

I, Beth Getchell accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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DocuSigned by:
Beth Getchell
7D9646C3D23E4CF...
Signature

6/2/2023

Date



STATE OF MAINE
DEPARTMENT of Administrative &
Financial Services

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing

I, Nathan Morse accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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DocuSigned by:
Nathan Morse
10ED7D0CEEFB443...
Signature

6/1/2023
Date



**STATE OF MAINE
DEPARTMENT of Administrative &
Financial Services**

**Janet T. Mills
Governor**

**Kirsten LC Figueroa
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing**

I, Roberta DuPont accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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DocuSigned by:

Roberta DuPont

317439DE5028452...

Signature

6/1/2023

Date



STATE OF MAINE
DEPARTMENT of Administrative &
Financial Services

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing

I, Shonna Poulin-Gutierrez accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative & Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

DocuSigned by:

Shonna Poulin-Gutierrez

6/6/2023

A26552EFD3404CA...
Signature

Date

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: **Affiliated Healthcare Management DBA Northern Light Drug Testing Services**

DATE: **June 13, 2023**

EVALUATOR NAME: Beth Getchell

EVALUATOR DEPARTMENT: Department of Transportation

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. **Submitted**

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. **Submitted**

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills. **Submitted. 4 sites 24 hours per day; 57 collection sites statewide, computerized random selections. 3 examples of CDL projects.**

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications. **Submitted. Copies of subcontractors included which include US DOT qualified.**

3. Organizational Chart

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: **Affiliated Healthcare Management DBA Northern Light Drug Testing Services**

DATE: **June 13, 2023**

EVALUATOR NAME: Beth Getchell

EVALUATOR DEPARTMENT: Department of Transportation

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions. **Provided with job descriptions**

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. **Provided**

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot. **This was provided in the submission**

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA). **Provided**

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services. **This was provided**

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform. **Detailed submission complete with what the subcontractors will perform. NLDTS provides random computerized selections, training to include DER training and reasonable suspicion.**

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors. **No timeline was submitted as noted in the submission, they are the current provider of services and will continue to provide services throughout the State of Maine.**

See also Part II, A-G outlining the Scope of Services to be Provided:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: **Affiliated Healthcare Management DBA Northern Light Drug Testing Services**

DATE: **June 13, 2023**

EVALUATOR NAME: Beth Getchell

EVALUATOR DEPARTMENT: Department of Transportation

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and Answers posted to the State of Maine Procurement website for RFP#202302035? **All areas as outlined in the RFP were met including knowledge of the State of Maine EAP program.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- **Provided, met.**

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- **Provided, met.**

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

1. **Subsidiary of Northern Light Health, principal offices in Bangor**
2. **Services by Northern Light Drug Testing Services**
3. **Coordinating services in compliance with FMCSA standards since 1989 & to State of Maine since 1995**
4. **Services to over 1300 companies with locations in Maine, NH, VT & other states.**
5. **One of few providers who provide service via single access point: - Computerized random testing pools for individual companies and large consortiums**
 - **DHHS/SAMHSA approved laboratory**
 - **Large network of qualified collection sites (57 in Maine)**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- In case of accidents, sites (4) available 24 hours a day
 - Network of substance abuse professionals (SAP) to evaluate & assist employees who test positive
 - Supervisory, employee and educational training
 - Medical review officer (MRO)
 - Blind sample submission and administration
 - Policy and procedure consulting/updates
 - Lab statistical reports
 - One invoice that covers all fees associated with both urine drug tests and breath alcohol tests
-
6. 57 Collection sites through-out Maine in cooperation with LabCorp and Alere eScreen
 7. 24-hour reporting screen negative immunoassays
 8. Technical assistance and trouble-shooting services
 9. LabCorp provides the preparation of litigation packages.
 10. Active member of DATIA
 11. Provides training for breath alcohol technicians and urine drug collectors.
 12. Sister organization, Northern Light Work Force EAP has certified Substance Abuse Professionals.
 13. Project examples: Irving Energy, Twin River Papers & CN Brown.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

- **Subsidiary of Northern Light Health**
- **NL Work Force**

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

- **Provided with detail**

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

- **No litigation to report.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

- **Provided**

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

1. **Sheila Thibodeau, LCSW, CCS, CEAP (EAPA)**
2. **Kara-Beth Levesque, LCPC, NCC, CEAP (NAADAC, SAP)**
3. **Ariele Worrall, LCSW, CEAP (continuing education)**

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

- **SAMHSA certificate of accreditation**
- **Centers for Medicare & Medicaid Services effective 01/03/2022 to 01/02/2024**
- **ACORD – Commercial liability, umbrella, auto & hospital through 10/01/2023, WC through 01/01/2024**

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

1. **Extensive network of collection sites to State of Maine since 1995.**
2. **Partners with 3 after hour & mobile onsite drug and alcohol testing units.**
3. **Dedicated private areas for collection and/or breath alcohol testing.**
4. **All sites in NLDTs network are compliant with applicable US DOT Rules, including documentation with properly trained staff.**
5. **NLDTs recognizes the importance of and the DOT requirement that all collection locations (i.e. bathrooms) are secured to ensure the integrity of the initial specimen and that staff are qualified to perform urine collections/breath alcohol tests in accordance with 49 CFR Part 40.**
6. **Extensive network of 57 collection sites.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

7. Technicians performing breath alcohol testing are trained according to DOT guidelines. All Evidential Breath Test (EBT) devices meet the specifications of the National Highway Traffic Safety Administration.
8. All specimens are shipped via Fed Ex to LabCorp. As part of our contract with Alere eScreen, they provide blind sample submissions in accordance with 49 CFR 40.103.
9. Lab services - LabCorp's testing and storage of specimens are done in accordance with the Omnibus Transportation Employee Testing Act of 1991 (OTETA) regulations, as well as equipment.
10. LabCorp reports all negative test results to Alere eScreen (MRO) within twenty-four hours; confirmed positive results from LabCorp are reported to Alere eScreen within forty-eight hours.
11. LabCorp will continue to send results to the MRO as well as bi-annual statistical summaries to the State of Maine according to OTETA regulations.
12. All specimens received at LabCorp are initially screened using a discrete immunoassay procedure for each class of drugs requested. All screened positives are confirmed by gas chromatography/mass spectrometry (GC/MS). All testing at LabCorp is performed by registered medical technologists and supervised by individuals who have earned doctorates in a related laboratory science.
13. Michele Alexander, MD meets all the eligibility and examination criteria to be designated a Certified Medical Review Officer.
14. Alere eScreen's protocol for their reporting of all test results is in accordance with all applicable rules and regulations.
15. NLDTS provides complete documentation that meets or exceeds FMSCA (FHWA) DOT recordkeeping requirements.
16. NLDTS continually updates the database as we receive information directly from the Designated Employer Representative (DER).
17. Training: NLDTS offers the following training services to all clients and issues certificates of attendance to all attendees:
 - i. Breath Alcohol Training
 - ii. DOT Urine Collector Training
 - iii. DER-Designated Employer Representative Compliance Program
 - iv. Federal DOT Required Reasonable Suspicion Awareness TrainingTraining is provided several times per year at select locations through out the state and options for onsite sessions.
18. long history of working cooperatively and harmoniously with the State's EAP vendor and consider it a success that our services dovetail to support smooth operations.
19. NLDTS prides itself on the fact that it is one of the few providers who truly offers, through a single access point, a FULL package of services to its customers including:
 - Computerized random testing pools for individual companies and large consortium
 - DHHS/NIDA approved laboratory
 - Large network of qualified collection sites (57 in Maine)
 - In case of accidents, sites (3) available 24 hours a day

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- Network of substance abuse professionals (SAP)
 - Supervisory, employee and educational training
 - Medical review officer (MRO)
 - Blind sample submission and administration
 - Policy and procedure consulting/updates
 - Lab statistical reports
 - One invoice for collection site fees of UDS and BAT collections
20. Will continue to assist the State of Maine in the review and revision to the State's drug and alcohol testing policy as needed.
21. Monthly billing provided.
22. Communication:
- i. All drug tests are sent to LabCorp for resulting
 - ii. Negative results are communicated to the DER by eScreen within 24 hours.
 - iii. All positive, adulterated, substituted or invalid tests are reported to the MRO that eScreen partners with:
 - iv. pertinent administrative documents are reviewed
 - v. required donor interview performed
 - vi. full investigation executed
 - vii. The MRO maintains documentation on all written and oral communication
 - viii. The MRO will report verified results to the Clearinghouse
 - ix. MRO will communicate to Designated Employee Representative via phone as well as follow-up via
 - x. secure preferred transmission by the close of the third business day
 - xi. All urine drug screen resulted on the MyeScreen database.
 - xii. All positive results are maintained for five years, as required by DOT
23. SAP services are provided upon request by Northern Light Work Force, who is our sister organization.
24. NLDTs has established best practice employee education materials from multiple sources and will be providing these materials as part of our contracted services.
25. Yes, to all service questions per RFP.

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- o NLDTs has been the TPA for the State of Maine since 1995. If awarded contract, the implementation will be seamless, with no gap in service.

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services
sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and
Answers posted to the State of Maine Procurement website for RFP#202302035?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTs)

DATE: 6/6/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Bidder met the requirements for File #1

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Bidder met the requirements for File #1

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

Bidder met the requirements for File #2 Appendix C outlining Qualifications and Experience combined with three examples projects demonstrating experience & expertise performing these services.

2. Subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/6/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

Bidder identified three (3) Substance Abuse Professional (SAP) subcontracts and provided samples of their most currently certificates/education credentialing.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Bidder provided simple Org Chart with detailed Job Descriptions for the follow positions: Director of Operations, Supervisor – Central Business Office, and two (2) separate Program Coordinator positions that make-up the Team.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Bidder indicated there is no litigation to report. Met.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

Bidder included complete dun & bradstreet report dated 5/30/2023. Met.

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

Bidder provided copies of current certifications documentation proving compliance. Met.

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Bidder provided copy of current certificate of liability insurance. Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/6/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services
Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

A. 1. a: Collection sites statewide must provide and maintain "After Hours" coverage for reasonable suspicion, and post-accident testing. Bidder outlined how they partners with (3) after hour and mobile onsite drug and alcohol testing units for reasonable suspicion and post-accident testing. Met.

2. Met.

3. Met.

4. Detailed description of procedures and policy compliance with performing urine collections/breath alcohol tests in accordance with 49 CFR Part 40; and chain of custody as outlined by FMCSA (FHWA) rules. Met.

5. Bidder outlined the extensive network of collection sites noted to be (57). Met.

6. Met.

7. Bidder notes pre-established schedule for sample collection. Met.

8. Bidder identified that blind samples requirements are supported by their contract with Alere eScreen and this maintains compliance provide blind sample submissions in accordance with 49 CFR 40.103. Met

B. 1. Bidder references File 2, Appendix E for copies of the certificates. Met.

2. Bidder sites OTETA regulations govern the laboratory testing and storage of specimens. Met.

3. Bidder laboratory reports all negative test results to Alere eScreen (MRO) within twenty-four hours; confirmed positive results from LabCorp are reported to Alere eScreen within forty-eight hours. Met.

4. Bidder states they will send results to the MRO as well as bi-annual statistical summaries to the State of Maine according to OTETA regulations. Met.

5. Met.

C. 1. MRO info sited in Bidder Appendix A found in File #3.

2. Met.

3. Met.

D. 1. Bidders proven software DrugPak create a random number table from a computer-based random number generator which can be programmed for either monthly or quarterly selection and in any testing percentage requested/required. Bidder will manage the State's pool to ensure that it meets the DOT required random target. Met.

2. Bidder describes roles, functions, communications, and database management; also outline the interactions with the DER. Met.

E. 1. Bidder offers the following training services: Breath Alcohol Training, DOT Urine Collector Training, DER-Designated Employer Representative Compliance Program, and Federal DOT Required Reasonable Suspicion Awareness Training. Met.

F. 1. Met.

2. a. Bidder outlines a comprehensive list of existing services. Met.

3. Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/6/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

4. Met.

G. 1. See same response to E. 1. Met.

2. Bidder identified a fee schedule for training; Question if training services quoted in cost proposal include the annual cost for training or if additional costs for training would be required?

3. Bidders description of protocols for communications met requirements. Met.

4. a. Bidders case example references protocol provided in G. 3. Met.

5. Bidder will refer SAP out to SAP providers referenced in File #2 Appendix A. Met.

6. Bidder indicates that education materials will be provided as part of contracted services. Met.

7. Bidder answered yes to all questions in table provided. Met.

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Bidder is incumbent service provider and forecasts no laps in services for them nor their contractors.

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and Answers posted to the State of Maine Procurement website for RFP#202302035?

Yes, all requirements in the RFP were address and Met by the Bidder.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/5/2023

EVALUATOR NAME: Roberta DuPont

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

II. Organization Qualifications and Experience

1. Overview of Organization

- Maine based company
- Worked as drug testing service with DOT since 1989, SOM since 1995
- Provide D&A testing services to over 1300 companies in ME, NH, VT and other states
- 57 collection sites in ME
- 4 site available 24-hours a day

2. Subcontractors

- Used for the SAP program

3. Organizational Chart

- 4-member org chart with detailed job descriptions

4. Litigation

- No litigation to report

5. Financial Viability

- Provided risk assessment, trade payments & legal/company events

6. Licensure/Certification

- Provided a copy of SAMHSA & LabCorp

7. Certification of Insurance

- \$2M

III Proposed Services

1. Scope of Services

A. Specimen Collection

- Extensive collection sites form SOM since 1995, including 3 after hour and mobile stie collections
- All collection sites have dedicated private areas for collection and/or breath alcohol testing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/5/2023

EVALUATOR NAME: Roberta DuPont

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- All sites in network comply with US DIOT rules
- Sites that do not conform to DOT collection standards are removed from the network
- Provides 57 collection sites to SOM since 1995
- All evidential breath test devices meet the specs of the national highway traffic safety administration
- All specimens are shipped via Fed Ex to LabCorp with pre-established schedules (did not provide detail on pre-established schedules)
- Blind samples are provided in accordance with 49 CFR 40.103

B. Laboratory Services

- LabCorp meets all requirements of DHHS mandatory guidelines of federal workplace drug testing and storage
- LabCorp reports all negative test results to Alere eScreen (MOR) within 24-hours. Positive results are reported with in 48-hours
- LabCorp will continue to send results to MRO according to OTETA regulations
- All testing at LabCorp is preformed by registered medical techs

C. Medical Review Officer (MRO)

- MRO meets all the eligibility and examination criteria, credentials provided
- Reporting of all test results in accordance with all rules/regulations
- Alere eScreen protocol in accordance with all rules/regulations

D. Random Selection Database

- Will continue to generate random selections for the SOM
- Update database as need for random selections to remove/add EEs as staffing changings

E. Training

- Offer training and certifications to all clients and issues certificates of attendance

F. Other Program Requirements

- History of working with SOM EAP vendor
- Listed out services they provide through a single access point
- Will continue to review and revise he SOM policy as needed
- Will provide one invoice from all the collection sites

G. Program Details

- Offers training to employees and supervisors
- Will provide training at selected locations and/or onsite sessions with a fee schedule provided upon request
- Provided reporting structure but not specific on the communication piece
- SAP services are provided upon request with sister organization, extra cost? Outlined a case example.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Services (NLDTS)

DATE: 6/5/2023

EVALUATOR NAME: Roberta DuPont

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- Will provide education materials as part of contracted services, but did not provide an example
 - Did respond yes to all the requirements outlined
2. Implementation – Work Plan
- Current vendor – no transition needed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Service

DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Provided

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Provided

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

- (+) Has been providing the delivery of drug testing services in compliance with FMCSA (FHWA) standards since the inception of the DOT program in 1989. Additionally, NLDTs has been providing these services to the State of Maine since 1995. NLDTs currently provides drug and alcohol testing services to over 1300 companies with locations in Maine, New Hampshire, Vermont, as well as other states.

STATE OF MAINE INDIVIDUAL EVALUATION NOTES

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Service

DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- (+) A full package of services to its customers including: - Computerized random testing pools for individual companies and large consortiums - DHHS/SAMHSA approved laboratory –
- (+/-) (Unclear on the partnership relationship for 4 sites) Large network of qualified collection sites (57 in Maine) - In case of accidents, sites (4) available 24 hours a day - Network of substance abuse professionals (SAP) to evaluate & assist employees who test positive - Supervisory, employee and educational training - Medical review officer (MRO) - Blind sample submission and administration - Policy and procedure consulting/updates - Lab statistical reports – One invoice that covers all fees associated with both urine drug tests and breath alcohol tests
- (+) The NLDTTS Team is designed to provide 24-hour reporting of screen negative immunoassays. The results of screened positives are routinely available within 48 hours of confirmation.
- (+) LabCorp also provides the preparation of litigation packages and expert witness testimony as may be reasonably required to support employment actions. (Reasonable & Customary travel expenses will be invoiced at cost).
- (+) Three examples were provided Irving Energy, Twins River Paper and CN Brown.
- 800+ clients sited

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

- NL Workforce
- Substance Abuse Professionals

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

- Org Chart and job descriptions provided

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Service

DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

- Provided

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

- Provided

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- (+) NLDTS will continue to generate random selections for the State of Maine as it has for decades. NLDTS provides complete documentation that meets or exceeds FMSCA (FHWA) DOT recordkeeping requirements. NLDTS uses DrugPak software to create a random number table from a computer-based random number generator which can be programmed for either monthly or quarterly selection and in any testing percentage requested/required. NLDTS will continue to manage the State's pool to ensure that it meets the DOT required random target.
- (+) NLDTS prides itself on the fact that it is one of the few providers who truly offers, through a single access point, a FULL package of services to its customers including: - Computerized random testing pools for individual companies and large consortium - DHHS/NIDA approved laboratory - Large network of qualified collection sites (57 in Maine) - In case of accidents, sites (3) available 24 hours a day - Network of substance

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Affiliated Healthcare Management DBA Northern Light Drug Testing Service

DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services
abuse professionals (SAP) - Supervisory, employee and educational training - Medical review officer (MRO) - Blind sample submission and administration - Policy and procedure consulting/updates - Lab statistical reports - One invoice for collection site fees of UDS and BAT collections

- (+) NLDTS offer the following training services to all clients and issues certificates of attendance to all attendees: i. Breath Alcohol Training ii. DOT Urine Collector Training iii. DER-Designated Employer Representative Compliance Program iv. Federal DOT Required Reasonable Suspicion Awareness Training
- (+/-) Sample of after hour testing was provided unclear from section I and section II the distinction between 3/ 4 locations
- (+) NLDTS will continue to send monthly bills to the State of Maine for all urine drug tests from eScreen and breath alcohol tests from the collection sites. Invoices will continue to provide details of each breath alcohol test and urine sample collected that month, from all state employees.
- (+) Bidder has an understanding of the State of Maine population

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- Not provided

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and Answers posted to the State of Maine Procurement website for RFP#202302035?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035
RFP TITLE: Drug and Alcohol Testing
BIDDER NAME: Maine General – Workplace Health
DATE: June 8, 2023
EVALUATOR NAME: Beth Getchell
EVALUATOR DEPARTMENT: Department of Transportation

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department’s RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. **Enclosed**

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder. **Enclosed**

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills. **NO cdl examples; 24/7 at 4 sites; 1 after hour site, not statewide; mobile testing can be arranged quarterly; no male collectors in org chart.**

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications. **Lab cert provided; SAP certification does not provide US DOT certified**

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions. **Provided; however, all female collectors.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine General – Workplace Health

DATE: June 8, 2023

EVALUATOR NAME: Beth Getchell

EVALUATOR DEPARTMENT: Department of Transportation

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. **Provided**

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot. **Provided**

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA). **HHS certification provided, No NIDA certification provided**

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services. **Provided**

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform. **Scope of services was submitted. No current training program, "will develop customized training for the State of Maine Supervisors..." Random selection database; Only 1 after hours testing site.**

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors. **No detailed time line submitted.**

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine General – Workplace Health

DATE: June 8, 2023

EVALUATOR NAME: Beth Getchell

EVALUATOR DEPARTMENT: Department of Transportation

Answers posted to the State of Maine Procurement website for RFP#202302035? **This bidder did not submit a detailed response to the RFP as outlined in areas above.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine Medical Center, Workplace Health

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- **Provided, met.**

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

- **Provided, met.**

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

1. **DOT, Environment Office.**
2. **State of Maine Health Monitoring Program.**
3. **Huhtamaki Foodservice.**
4. **Confident that can provide services, but did not give history thereof.**

2. Subcontractors

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine Medical Center, Workplace Health

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

1. **CRL**
 2. **Tracy Mallwitz, MA, LCPC, CCS**
-
3. **Organizational Chart**

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

 - **Provided**
 4. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

 - **None in past 5 years.**
 5. **Financial Viability**

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

 - **Provided.**
 6. **Licensure/Certification**

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

 1. **DHHS license**
 2. **Centers for Medicare & Medicaid Services Accreditation**
 3. **Clinical professional Counselor – Teresa Lynn Mallwitz**
 7. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

 - **ACORD Insurance, commercial liability & Hospital Professional Liability through 07/01/2023**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine Medical Center, Workplace Health

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- 1. Collections per 49 CFR Part 40 Regulations, collections in Augusta & Waterville with additional collection sites throughout the State.**
- 2. Mobile testing arranged quarterly to satisfy random testing requirements.**
- 3. After hours testing available with associated requirements of on-call representative and completion of urine screens within 32 hours and breath alcohol tests within 8 hours.**
- 4. Chain of custody maintained by Workplace Health.**
- 5. Random draws for urine and alcohol testing.**
- 6. Qualified staff.**
- 7. Comply with State specific blind specimen requirements.**
- 8. Lab services by CRL certified by HHS under NLCP, along with other proficiency programs like SAMHSA & PTETA**
- 9. Negative results to MRO within 1 business day and non-negative results within 2 business days and results, reporting & monthly summaries submitted per regulations and confidentiality requirements.**
- 10. MRO responsibilities by certified Medical Review Officers (Dr. Aren Giske & Dr. Nelson Haas have extensive qualifications).**
- 11. Investigations on non-negative results within 3 business days.**
- 12. Random selection database maintained by Urine Drug Screen Program Manager.**
- 13. Customized and other training, including supervisor training developed per State guidelines via Microsoft Teams or in-person provided as needed, along with written materials.**
- 14. Coordinate with State EAP to provide information and raise awareness on substance misuse, addiction, counseling and referrals.**
- 15. Monthly invoicing.**
- 16. Password protected email for results and communication via telephone, if necessary.**
- 17. Tracy Mallwitz, MA, LCPC, CCS, SAP available for virtual access.**
- 18. SAP services charged as outlined in proposal with no mark-up.**
- 19. Yes to program requirements, except statewide collection site network.**

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

- **None provided.**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Maine Medical Center, Workplace Health

DATE: 06/14/2023

EVALUATOR NAME: Beatrice Turner

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and Answers posted to the State of Maine Procurement website for RFP#202302035?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Workplace Health, MaineGeneral Medical Center

DATE: 6/7/2023, and 6/9/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Bidder met the requirements for File #1

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Bidder met the requirements for File #1

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

Bidder met the requirements for File #2 Appendix C outlining Qualifications and Experience combined with three examples projects demonstrating experience & expertise performing these services.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Workplace Health, MaineGeneral Medical Center

DATE: 6/7/2023, and 6/9/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Bidder identified one (1) Substance Abuse Professional (SAP) subcontractor, and one (1) Clinical Reference Labs (CRL) for urine drug screening processing, and provided samples of their most currently certificates/education credentialing for both subcontractors.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

Bidder provided simple Org Chart with brief Job Descriptions for the positions that make-up the Team.

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Bidder indicated there is no litigation in the past five (5) years. Met.

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

Bidder included Dun & Bradstreet Business Information Report Snapshot report dated 5/25/2023. Met.

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

Bidder provided copies of current certifications documentation proving compliance. Met.

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Bidder provided copy of current certificate of liability insurance. Met.

Section III Proposed Services (File #3)

1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Workplace Health, MaineGeneral Medical Center

DATE: 6/7/2023, and 6/9/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

A. 1. a: Met.

2. Met.

3. Met.

4. Bidder outlined how & what specimens to meet proficiency requirements. Met.

5. Bidder states they will work DER to identify and certify appropriate collection sites for individuals located further than one-hour driving distance from our service area. Mobile on-site testing will also be available and coordinated through the program manager. Scheduling for random testing candidates at these collection sites will be arranged with the State's DER.

Partially Met.

6. Met.

7. Bidder All collected specimens will be packaged following the chain of custody and standard procedure in accordance with 49 CFR Part 40, before being transported by FedEx to Clinical Reference Laboratory for processing. Met.

8. Bidder The Final Rule effective January 18, 2018 no longer requires blind specimen testing. Bidder will comply with state specific blind specimen requirements upon review of the State's policy. Please see the attached copy of the Final Rule effective January 1, 2018 at the end of this file for further information about the removal of the blind specimen testing requirements. Met

B. 1. See File #2 for copies of the certificates. Met.

2. Bidder notes that CRL is certified by HHS & NLCP. Met.

3. Bidder CRL will send negative results directly to their MRO within one business day of receiving the specimen and non-negative results to the MRO within two business days of receiving the specimen. Met.

4. Bidder states will provide the State of Maine DER with all results and monthly summaries. All results, reporting and monthly summaries will be transmitted in accordance with OTETA regulations and confidentiality requirements. Met.

5. CRL equipment compliance. Met.

C. 1. MROs info sited, and both are experience credentials, and qualified to perform the MRO role. Met.

2. Bidder MRO will contact the donor to collect additional information and complete an investigation within 3 business days. The MRO will evaluate the data gathered and make a determination as to the positive or negative status of the drug test. The MRO will work closely with the donor and the State of Maine to expedite the MRO investigation. Met.

3. Chain of custody compliance outlined with DER and Bidder responsibly defined. Met.

D. 1. Bidders will use a computer-based program integrated into the electronic medical record keeping system to randomly assign identification numbers for the purpose of administering urine drug and breath alcohol testing. The program will be used to coordinate with the State of Maine to conduct testing on a consistent but random basis in accordance with FMCSA recommendations. Additionally, Workplace Health will contact selected individuals directly to arrange for testing. Met.

2. Bidder describes random selects testing roles, functions, communications, and chain of custody management; also outline the interactions with SOM designated point of contact. Met.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Workplace Health, MaineGeneral Medical Center

DATE: 6/7/2023, and 6/9/2023

EVALUATOR NAME: Nathan Morse

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

E. 1. Bidder states **training will be developed** and provided according to the guidelines outlined in the State of Maine's Drug and Alcohol Testing Policy for Employees in Positions Requiring a Commercial Driver's License, as defined by the Bureau of Human resources. Bidder will provide training in-person or via Microsoft Teams for supervisors with content that enables supervisors to determine whether reasonable suspicion exists. We will cover topics such as the physical, behavioral, and performance indicators of possible impairment, how to document and follow-up on reasonable suspicion, understanding drug and alcohol impairment, and knowing when and how to refer an employee for testing. Met.

F. 1. Bidder will coordinate with SOM EAP provider **and/or refer to outside providers**. Met.

2. Bidder strives to provide comprehensive, integrated, and equitable services. Met.

3. Met.

4. **Note:** Bidders proposed invoicing content is not in compliance with current Federal/State testing documentation requirements. Met.

G. 1. See similar response to E. 1. Met.

2. Bidder offer a variety of different training courses, which are designed to assist you and your team with compliance, safety, and culture topics. Our courses are tailored to fit the needs of different businesses and are delivered in a flexible and engaging format. We can deliver training in-person at one of our facilities or multiple locations across the state, virtually via Microsoft Teams, or a hybrid format with some participants in-person and others attending remotely. Our training courses are designed to keep your team up to date with the latest laws, regulations and best practices, while engaging them with engaging activities and exercises.

3. Bidders MRO works directly with employees to process non-negative tests and finalize reports. Results are transmitted through password protected email. When necessary, the MRO will communicate directly with DER via phone. Met.

4. a. Bidders case example provides sufficient details of protocols for "after hours" testing services. Met.

5. Bidder identified that SAP Services will be charged at the rates outlined in cost proposal File #4, with no additional markup. Met.

6. Bidder will conduct comprehensive training sessions that are tailored to the State's supervisors and employees in how to effectively utilize the drug and alcohol-testing program. The training will include information such as policies, procedures, and protocols that supervisors and employees are required to follow, along with best practices for meeting the State's standards for workplace drug and alcohol testing programs. Additionally, Workplace Health will have a team of professional consultants available to provide tailored training sessions when necessary. Met.

7. Bidder answered yes to 1, 3-13 but no to question #2 "Network", questions in table provided. **Partially Met.**

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Bidder didn't provide acknowledgement to a Work Plan in Files #1, #2, nor #3.

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements

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sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and
Answers posted to the State of Maine Procurement website for RFP#202302035?

No, not all requirements in the RFP were address and Met by the Bidder.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: MaineGeneral Workplace Health

DATE: 6/5/2023

EVALUATOR NAME: Roberta DuPont

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is required that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

II. Organization Qualifications and Experience

1. Overview of Organization

- Provided occupational medicine services for more the three decades (no date)
- Largest private employee in region with over 4500 employees
- Listed improving wellbeing programs, none specific to D&A testing

2. Subcontractors

- Listed 2 subcontractors, in KS & MA

3. Organizational Chart

- Provided multi-layer org chart

4. Litigation

- None within the past 5 years d/b/a Workplace Health

5. Financial Viability

- Provided a copy of Dun & Bradstreet Business Info Report

6. Licensure/Certification

- Provided a copy of DHHS, CMS and DAFS clinical professional counselor

7. Certification of Insurance

- \$2M

III Proposed Services

1. Scope of Services

1. Specimen Collection

- Primarily provide collections at Waterville ME location. Mobile testing can be arranged quarterly to satisfy requirements for annual random testing. After hours testing on Waterville ME
- Vague answer, did not state location
- Chain of custody control forms will be maintained per Workplace Health policy
- Will randomly draw a minimum of 50% from the pool for urine testing and 10% for alcohol testing

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: MaineGeneral Workplace Health

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EVALUATOR NAME: Roberta DuPont

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

- Work with states designated employer representative to identify certified collection sites for individuals located further than 1-hour driving,
- All staff must adhere to safety and security guidelines provided by Workplace Health
- All specimens are packaged in accordance with 49 CFR 40.103 and shipped via Fed Ex to LabCorp
- Will comply with State's blind sample policy

B. Laboratory Services

- Clinical Reference Laboratory (CRL) will provide urine drug testing. CRL is certified by the US Dept. of Health & Human Services.
- CRL complies with SAMHSA & OTETA. Is there an extra fee for this?
- CRL will send negative results directly to Workplace Health MRO within 1-business day. Non-negative results within 2-business days,
- Workplace Health will supply SOM DER with all results and monthly summaries

C. Medical Review Officer (MRO)

- MROs listed are licensed staff physicians
- Non-negative results received from CRL the MOR will contact the donor to collect additional information, gather data to make a determination as to the positive or negative status of the drug test. MOR will work with SOM to expedite the investigation.
- All test results will be recorded on the Employer copy of the chain of custody control form and will be supplied to the SOM SER

D. Random Selection Database

- Will use a computer-based program to generate random D&A selections
- Update database monthly as need for random selections to remove/add EEs as staffing changings

E. Training

- Offer training in-person or MS Teams for supervisors

F. Other Program Requirements

- Will coordinated with SOM EAP vendor to provide information and raise awareness
- Will work with SOM to ensure services adhere to all applicable groups
- Will review and revise D&A policy as requested by SOM in accordance with Maine and federal law
- Will provide monthly consolidated invoice

G. Program Details

- Will offers customized training to supervisors, None for employees?
- Will provide training at one of their facilities, multiple locations across the state, via MS Teams and/or a hybrid format
- MRO works directly with employees to process non-negative tests and finalize reports, Results are sent through password protected email.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

When necessary the MRO will communicate directly with the DER via phone.

- Has established a relationship with SAP services across Maine
- Provided an afterhours drug screen example
- SPA service will be charged at rates outline in RFP
- Did respond yes to all the requirements outlined except confirming they have a statewide collection site network in place

2. Implementation – Work Plan

- Was this provided?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

RFP TITLE: Drug and Alcohol Testing

BIDDER NAME: Workplace Health, MaineGeneral Medical Center

DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

Section I Preliminary Information (File #1)

1. Proposal Cover Page

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

2. Debarment, Performance and Non-Collusion Certification

Bidders must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

- (+) For more than three decades, Workplace Health has provided comprehensive occupational medicine services that include the prevention and management of occupational injury, illness, and the promotion of healthy productive workers. Has a team of experienced certified occupational health professionals' perform urine drug screen collection, evidential breath alcohol testing, respirator fit testing, administration of pulmonary function testing, medical surveillance, and medical clearance examinations as well as on-site services for employers.

- (+/-) (History is not specific to federal requirements for drug testing) For more than three decades, Workplace Health has provided comprehensive occupational medicine services that include the prevention and management of occupational injury, illness, and the promotion of healthy productive workers. Our team of experienced certified occupational

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EVALUATOR DEPARTMENT: Department of Administrative & Financial Services
health professionals' perform urine drug screen collection, evidential breath alcohol testing, respirator fit testing, administration of

pulmonary function testing, medical surveillance, and medical clearance examinations as well as on-site services for employers.

- (+/-) (These are not specific driver testing) The State of Maine DOT, and DEP and Huhtamaki Foodservice were listed.

2. Subcontractors

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

(+) Sub-contractors listed

- Workplace Health has partnered with Clinical Reference Labs (CRL) for more than 20 years to provide a high level of service and fast turnaround times for urine drug screen processing. Clinical Reference Labs, 8433 Quivira Rd. Lenexa, KS 66215-2802. CRL is fully accredited. CLIA certification on page 9.
- Workplace Health has partnered with Tracy (Teresa) Mallwitz, MA, LCPC, CCS, SAP to provide Substance Abuse Professional Services. Based out of Southern Maine, Tracy provides virtual Substance abuse services so that her clients can easily access her services from anywhere within the state of Maine.

3. Organizational Chart

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

- Org chart provided
- (-) Unsure if drug screen collectors would meet federal regulations

4. Litigation

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past three (3) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

Met requirements

5. Financial Viability

Bidders must provide a current copy of their Dun & Bradstreet Business Information Report Snapshot.

Met Requirements

6. Licensure/Certification

Bidders may provide documentation of any applicable licensure/certifications or specific credentials for instruments, and equipment that are related to providing the proposed services of the RFP. Current copy of certification documentation confirming that the testing laboratory bidder

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302035

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DATE: 6/13/23

EVALUATOR NAME: Shonna Poulin-Gutierrez

EVALUATOR DEPARTMENT: Department of Administrative & Financial Services
and their subcontractors are currently certified by the U.S. Department of Health and Human Services (HHS) and the National Institute for Drug Abuse (NIDA).

7. Certificate of Insurance

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Section III Proposed Services (File #3)

1. Services to be Provided

Discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

- (-) only one location listed for 24-hour testing
- (+) offer training programs
- (+/-) (doesn't specify CDL testing) Indicate that they have a record of accomplishment of providing accurate and reliable drug and alcohol testing services to employers throughout the State of Maine, and we are confident that we can meet the Department's requirements for a reliable and accurate testing program. Our team of experienced professionals is committed to helping employers create safe work environments and comply with drug and alcohol related legal requirements.
- (-) (doesn't indicate they currently provide mobile testing) Mobile on-site testing will also be available and coordinated through the program manager. Scheduling for random testing candidates at these collection sites will be arranged with the State's Designated Employer
- (+) Medical review provided
- (+) Willing to work with existing State of Maine EAP
- (-) Can provide an invoice but clear how it would capture statewide locations

2. Implementation - Work Plan

Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

Not provided

See also Part II, A-G outlining the Scope of Services to be Provided:

Did the Bidder address all elements required as part of the scope of services to be provided; did the Bidder demonstrate that they reviewed recommended links, and services requirements sourcing information provided in Part II, A-G of the RFP, and provided in the Questions and Answers posted to the State of Maine Procurement website for RFP#202302035?