



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

**REQUEST FOR PROPOSALS # 40100-23620
AMENDMENT # 1
FOR DRUG AND ALCOHOL TESTING PROGRAM
ADMINISTRATION**

DATE: August 17, 2020

RFP # 40100-23620 IS AMENDED AS FOLLOWS:

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		July 27, 2020
2. Disability Accommodation Request Deadline	2:00 p.m.	July 30, 2020
3. Pre-response Conference	10:00 a.m.	July 31, 2020
4. Notice of Intent to Respond Deadline	2:00 p.m.	August 3, 2020
5. Written "Questions & Comments" Deadline	2:00 p.m.	August 10, 2020
6. State Response to Written "Questions & Comments"		August 17, 2020
7. Response Deadline	2:00 p.m.	August 31, 2020
8. State Completion of Technical Response Evaluations		September 14, 2020
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	September 16, 2020
10. Negotiations (Optional)	4:30 p.m.	September 23, 2020
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	September 24, 2020
12. End of Open File Period		October 1, 2020
13. State sends contract to Contractor for signature		October 2, 2020
14. Contractor Signature Deadline	2:00 p.m.	October 9, 2020

2. **State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		1 How many employees will be subject to random drug and alcohol testing annually?	Our total testing pool consists of 2,069 (this number varies depending on hiring and separations). This covers DOT and Non-DOT safety sensitive.
		2 I remember this RFP from last year. Is it being bid over or is this a different drug testing RFP?	The contract last year was for one year. This will be a multi-year contract.
		3 Will the random selection be conducted as a whole or by location?	It is conducted as a whole. Each random selection returns approximately 200 employees for testing bimonthly.
		4 Who will be notified for the random selection of the employees?	The agency DER (Designated Employer Representative).
		5 What is the current process to notify the employees they've been selected for random testing?	The DER communicates the selections the morning of testing to the respective Safety Manager for that employee's work location. The Safety Manager contacts the supervisor to take the employee for testing.
		6 Currently, is random testing being conducted monthly or quarterly?	Bimonthly
		7 Is your current provider providing Chain of Custody forms to the collection sites, providing Chain of Custody forms to the State, or are they scheduling the tests online?	The DER is notified when Chain of Custody forms are needed from Safety Manager in the field. The DER notifies the current provider and the current provider facilitates sending the Chain of Custody forms directly to our Safety Managers in the field based on the contact information we provide.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.