

**Clinical Laboratory Drug Testing Services
Specifications
For Tennessee Department of Intellectual
and Developmental Disabilities
ITB 34401-13275**

The Tennessee Department of Intellectual and Developmental Disabilities (DIDD) is seeking a Contractor to provide drug screening services. This Contractor shall be able to accommodate the Agency as described in the specifications.

The State of Tennessee, Department of Intellectual and Developmental Disabilities hereinafter shall be referred to as the "State" or "Agency".

The service provider hereinafter shall be referred to as the "Contractor."

Scope:

- A.1. The Contractor shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.

- A.2. The Contractor shall provide drug testing for Agency staff, which involves the collection of specimens for the initial drug screening and confirmation using gas chromatography/mass spectrometry (GC/MS) for only those specimens that indicate a positive result on the initial screening.

- A.3. The Contractor shall be available to provide drug screenings to Agency staff as requested by the State at the following locations:
 - a. West Region:
 - (1) West Tennessee Regional Office and
West Tennessee Community Homes Administrative Office
11437 Milton Wilson Road
Arlington, Tennessee 38002

 - (2) Jackson Satellite Office
225 Dr. Martin Luther King Jr. Drive
Fourth Floor, Tower B
Jackson, Tennessee 38301

 - b. Middle Region:
 - (1) Harold Jordan Center
291 Stewarts Ferry Pike
Nashville, Tennessee 37214-0500

 - (2) Middle Tennessee Regional Office and
Middle Tennessee Community Homes Administrative Office
275 Stewarts Ferry Pike

Nashville, Tennessee 37214

c. East Region:

- (1) Greene Valley Developmental Center
4850 E. Andrew Johnson Highway (11 E. Bypass)
Greeneville, Tennessee 37744-0910
- (2) East Tennessee Regional Office and
East Tennessee Community Homes Administrative Office
Langley Building
520 West Summitt Hill Dr., Ste. 201
Knoxville, Tennessee 37902
- (3) Greeneville Satellite Office
4850 E. Andrew Johnson Hwy.
Greeneville, Tennessee 37744-0910
- (4) Chattanooga Satellite Office
Osborne Office Park
Building 6100, Suite 3800
5721 Marlin Road
Chattanooga, Tennessee 37411

d. Central Office

- (1) UBS Bldg 8th Floor
315 Deadreck Street
Nashville, TN 37243

A.4. Testing. The Contractor shall provide drug testing in accordance with the requirements of the Tennessee Drug-Free Workplace Act and 49 C. F. R. 40 at a Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory.

a. The Contractor shall conduct employee drug testing in the following categories:

- (1) New job applicants testing,
- (2) Post-accidental testing,
- (3) Random testing of employees in positions determined to be safety-sensitive by the Agency,
- (4) Reasonable suspicion testing,
- (5) Return to duty testing; and
- (6) Follow-up testing.

A.5. The Contractor shall provide a standard five-panel drug screen for the following drugs:

- a. THC - 50 NG/ML;15 NG/ML
- b. Amphetamines - 1000 NG/ML;500 NG.ML
- c. Cocaine - 300 NG/ML;150 NG/ML
- d. Opiates - 300 NG/ML;300 NG/ML
- e. Phencyclidine - 25 NG/ML;25 NH/ML

The unit cost per test shall include the cost of collection supplies.

- A.6. The Contractor shall add an optional drug screen for Oxycontin to the standard five-panel drug screen described in section A.5. of this contract for a six-panel drug screen upon request by the State.
- A.7. The Contractor shall provide individual drug screens for cannabinoids (synthetic marijuana) and synthetic cathinones (often referred to as bath salts) upon request by the State. These drug screens are not included with the five-panel or six-panel screens described in Sections A.5. and A.6. of this Contract.
- A.8. The Contractor shall transport all specimens indicating a positive result on the initial drug screen to its lab within 24 hours of the positive screening for confirmation through a Gas Chromatograph/Mass Spectrometer (GC/MS).
- a. All transport containers shall be labeled with, at a minimum:
 - 1) The employee name/and or other identifying information as agreed upon between the Contractor and the Agency
 - 2) Date of test
 - 3) Donor initials
 - b. The unit cost per test shall include all costs for transporting referred specimens and all costs for GC/MS confirmation services.
 - c. The Contractor shall transport specimens to the lab by the most efficient delivery method depending on the distance between the lab and the specimen collection site.
- A.9. The Contractor shall provide a medical review officer for telephone consultations, with the State, on interpretations of test results. The hourly rate for telephone consultations shall be included in the unit cost per test.
- A.10. The Contractor shall provide, at the State's request, an expert witness who can provide statewide in-court expert witness services. Additional court services shall include, but shall not be limited to, the following:
- a. Testify as to the method used to perform the laboratory test and prepare the report,
 - b. Provide expert witness testimony about the reliability of the laboratory test results, and
 - c. Provide court Affidavits upon request.
- A.11. The Contractor shall notify the submitting location, by written notification with the reason for the rejection when a specimen is rejected.
- A.12. Routine negative test results shall be available to the State by written notification or secure email by the following morning after shipment is received where appropriate. Both positive and negative written reports shall be submitted by written notification or by secure email to the requesting field location within forty-eight (48) hours of the assay.
- A.13. A drug screen profile of each test sample submitted to the clinical laboratory for analysis shall be prepared by the clinical laboratory, indicating either positive or negative results, and returned to the appropriate DIDD location contact. The laboratory profile shall contain the following information:
- a. Name and Address of Clinical Laboratory
 - b. Account Number
 - c. Reason for Test
 - d. Specimen/Donor Identification Number
 - e. Collection Date

- A.14. The Contractor shall include the following statement “Positive results are reported only after confirmation by Gas Chromatography/Mass Spectrometry” on all drug screen profiles.
- A.15. The Contractor shall provide the laboratory’s policy regarding chain-of-custody to the State.
- A.16. Alternative Testing Method. There may be extenuating medical conditions (e.g. dehydration, kidney problems, medications, etc.) that preclude the giving of a urine sample. In such cases, the Contractor shall provide alternative drug testing for staff that has a documented medical condition that prohibits them from supplying a sample in the standard manner. Approval of the DIDD Commissioner or his/her designee is required for alternative testing.
- A.17. Confidentiality of Tests. The contractor shall ensure that strict confidentiality of test results is maintained. All tests acquired by the Contractor shall become the property of DIDD. Any test results or material prepared shall not be released without prior express written consent of the State except for exceptions as stated in the DHHS/SAMHSA regulations.
- A.18. Invoice Information:
- a. Invoices shall be itemized by the Originating location upon the conclusion of a service.
 - b. Supporting documentation shall accompany each invoice including, but not limited to location, date, time and attendance records, etc.
 - c. Invoices shall be emailed to:
UBS Bldg 8th Floor
315 Deaderick Street
NASHVILLE TN 37243-1403
Attention: Human Resources
Email: Cherie.Smith@tn.gov; Jeffery.Langford@tn.gov;
Renee.G.Johnson@tn.gov;