

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19178

Sponsor(s): Alfred Jordan

Date: June 6, 2016

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend, for the furnishing of Pre-Employment Physical Examinations, Employee Drug &amp; Alcohol Testing and Fitness for Duty Medical Examinations for use by the Department of Corrections to CorporateCare Shawnee Mission Health of Mission, KS under the terms and conditions of Request for Proposals 11-16.</u></p>														
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%;"></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Department</th> <th style="width: 50%;">Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Department of Corrections</td> <td>\$40,000.00</td> </tr> </tbody> </table> <p>This RLA only approves the Term and Supply Contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$35,000            Prior Year Actual Amount Spent (if applicable): \$41,673.73</p>	Amount authorized by this legislation this fiscal year:		Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:		Department	Estimated Use	Department of Corrections	\$40,000.00
Amount authorized by this legislation this fiscal year:															
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Source of funding (name of fund) and account code number:															
Department	Estimated Use														
Department of Corrections	\$40,000.00														
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 18369, January 13, 2014</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Jessica Johnson, Senior Buyer, 881-3465</p>														
REQUEST SUMMARY	<p>The Department of Corrections requires a Term and Supply Contract for the furnishing of Pre-Employment Physical Examinations, Employee Drug &amp; Alcohol Testing and Fitness for Duty Examinations. The Purchasing Department issued Invitation to Bid No. 11-16 in response to this requirement.</p> <p>A total of eleven (11) notifications were distributed and two (2) response were received. One (1) bid rejected due to unacceptable exceptions and one (1) bid evaluated as follows:</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends Award for Pre-Employment Physical Examinations, Employee Drug &amp; Alcohol Testing and Fitness for Duty Examinations to CorporateCare Shawnee Mission Health of Mission, KS as the best proposal received.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Respondent</th> <th style="width: 30%;">Points Awarded</th> </tr> </thead> <tbody> <tr> <td>CorporateCare Shawnee Mission Health; Mission, KS</td> <td style="text-align: center;">89%</td> </tr> </tbody> </table> <p>This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>	Respondent	Points Awarded	CorporateCare Shawnee Mission Health; Mission, KS	89%										
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CorporateCare Shawnee Mission Health; Mission, KS	89%														
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A</p> <p><input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A</p> <p><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														

ATTACHMENTS	Abstract of Proposals Received, Recap of Recommended Award Items, memorandum from Laura Scott of Department of Corrections and Pertinent Page of CorporateCare Shawnee Mission Health's proposal	
REVIEW	Department Director: <i>Joe Piccinini</i>	Date: 5-16-16
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: 5/7/16
	Division Manager: <i>Mary Jo Brown</i>	Date: 4/2/16
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



**RFP No: 11-16**

**Commodity: DOC DRUG TESTING, FITNESS FOR DUTY MEDICAL EXAMINATION, PRE-EMPLOYMENT PHYSICALS**

**Vendor: SHAWNEE MISSION HEALTH CORPORATECARE**

Bid Recap		Quote		
REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	Price/person
Original + 3 Copies	YES	1	Pre-Employment Physical Exam	\$ 219.00
Affidavit (pg 3)	YES	2	Fitness for Duty Exam	\$ 85.00 \$200 w/ MRO review
Compliance Review or Cert of Compl (pg 4-5)	YES	3	Drug Specimen: Urine	\$ 42.00
Acknowledgement of Receipt of Addenda (Pg 9)	YES	4	Drug Specimen: Blood	n/a
Exceptions (pg 18)	NO	5	Drug Specimen: Saliva	\$ 51.00
Quotation (pg 22)	YES	6	Drug Specimen: Skin Tissue	n/a
Licensed Medical Doctor for Exams	YES	7	Drug Specimen: Hair	\$ 85.00
SAMHS/DHSS Certified Lab	YES	8	Alcohol Specimen: Breath	\$ 28.00 \$35- for positive confirm
Centrally located	YES	9	Alcohol Specimen: Saliva	n/a
Schedule during 0830-1640 (M-F)	YES	10	Alcohol Specimen: Blood	n/a
48 hour accommodations	YES	11	Additional Services	n/a
Cover Letter	YES	12	After hours collection	\$150 (0800-1700)
Executive Summary - Company Profile	YES	13	On site collection	\$225 (0800-1700)+\$50+screen fee
Executive Summary - Respondent's background	YES	14	Observed test	\$ 50.00
References	YES			
Locations	YES			
Max time between appointments	YES			
Copies of St. of MO licenses for DR.	YES			
Copy of Cert Letter for drug/alcohol facility	YES			
Pricing	YES			

Comments: included an inclusive fee schedule.

No exceptions requested.

RFP No: 11-16

Commodity: DOC DRUG TESTING, FITNESS FOR DUTY MEDICAL EXAMINATION, PRE-EMPLOYMENT PHYSICALS

Vendor: CONCENTRA

Bid Recap		Quote		
REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	Price/person
Original + 3 Copies	YES	1	Pre-Employment Physical Exam	\$ 62.00
Affidavit (pg 3)	YES	2	Fitness for Duty Exam	\$ 52.00
Compliance Review or Cert of Compl (pg 4-5)	YES	3	Drug Specimen: Urine	\$ 52.00
Acknowledgement of Receipt of Addenda (Pg 9)	YES	4	Drug Specimen: Blood	\$ 65.00
Exceptions (pg 18)	YES	5	Drug Specimen: Saliva	\$ 65.00
Quotation (pg 22)	YES	6	Drug Specimen: Skin Tissue	N/A
Licensed Medical Doctor for Exams	YES	7	Drug Specimen: Hair	\$ 65.00
SAMIHS/DHSS Certified Lab	YES	8	Alcohol Specimen: Breath	\$ 29.00
Centrally located	YES	9	Alcohol Specimen: Saliva	N/A
Schedule during 0830-1640 (M-F)	YES	10	Alcohol Specimen: Blood	N/A
48 hour accommodations	YES	11	Additional Services	N/A
Cover Letter	YES	12	After hours collection	\$ 150.00
Executive Summary - Company Profile	YES	13	On site collection	N/A
Executive Summary - Respondent's background	YES	14	Observed test	\$ 52.00
References	YES			
Locations	YES			
Max time between appointments	YES			
Copies of St. of MO licenses for DR.	YES			
Copy of Cert Letter for drug/alcohol facility	YES			
Pricing	YES			

Comments: Exceptions taken: Remove certain Insurance Requirements; mutual right to terminate (90 days) notice.

Vendor given 24 hours to retract exceptions in order to be considered for evaluation. 4/7/16 JMJ; Vendor unable to retract Insurance Requirement exception. REJECTED BID. 4/11/16 JMJ.

**Jackson County Department of Corrections  
MEMO**



**To:** Jessica Johnson, Senior Buyer  
**CC:** Joseph Piccinini, Director  
Gary Harris, HR Administrator;  
Marvin Walker, Support Services Supervisor;  
Lt. Christopher Wolfe  
**Date:** 5/13/16  
**From:** L.J. Scott, Asst Director of Administration  
**Subject:** Bid Number 11-16 Pre-Employment Physical Examinations,  
Employee Drug & Alcohol Testing and Fitness For Duty  
Examinations

The Department of Corrections HR Administrator and Training Unit Associates reviewed and evaluated Bid Number 11-16. One bid proposal was received on this Request for Proposals, from Corporate Care Shawnee Mission Health. This bid is determined to be the lowest and best. The provision of all physical examinations and drug and alcohol testing from one provider will improve the efficiency of processing new hires and the need for other services.

The Department of Corrections expects to spend up to \$40,000 annually on these services.



**REQUEST FOR PROPOSAL 11-16 Evaluation Matrix**

RFP NAME: Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness for Duty Medical Examinations

DEPARTMENT NAME: Department of Corrections

No	Respondent	Responsiveness to RFP	Location of Sites	Qualifications & Experience (JC Code, Ch 10, Para 1054.7 considered)	References	Pricing	Total Score
		5%	10%	30%	20%	35%	
1	Shawnee Mission Health Corporatecare	8	10	10	10	7	8.9
2							0.0
3							0.0
4							0.0
5							0.0

**COMMENTS: See Memo**

**How to utilize Matrix:**

1. Assign score 1-10 (1 is lowest, 10 is highest) for each criterion for each vendor.
2. Raw scores are automatically computed into a weighted Total Score.



April 5, 2016

Jessica Johnson  
**Jackson County Missouri**  
**Department of Corrections**  
415 East 12<sup>th</sup> Street  
Kansas City, MO 64106

Re: **Request for Proposal NO. 11-16**  
**Issued: February 25, 2016**

Dear Ms. Johnson:

CorporateCare, a division of Shawnee Mission Health in Shawnee Mission, Kansas, respectfully submits the following response to the above noted Request for Proposal for **Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**.

CorporateCare, as a local Occupational Health network of providers in the Kansas City metropolitan area for over 25 years, owes its success to its greatest asset, our consistent medical team of Board Certified physicians, physical therapists and nurses that share their professional expertise at each CorporateCare clinic location. Serving as the Occupational Health Medical Provider for large health systems in Kansas City as well as other governmental entities, our physicians and professional clinicians partner with employers, serving as their "company physician" to ensure that new hire candidates and employees receive exceptional medical care, as well as serving to assist employers with post-offer employment testing to ensure that the most qualified candidates can meet the essential functions of the job.

Our commitment to Occupational Medicine has been the cornerstone to our longevity, success and plans for future growth.

Please contact me directly with any questions.

Respectfully,



Holly Martin, Director, CorporateCare and Urgent Care



Robert R. Brown, D.O., Medical Director

7315 E. Frontage Road, Suite 110, Shawnee Mission, KS 66204  
Mobile: 913-689-9006  
Email: [holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**

April 5, 2016

# **CORPORATECARE COMPANY PROFILE**

Submitted by:  
CorporateCare

Holly Martin: Director, CorporateCare and Urgent Care

Mobile: 913-689-9006

[holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)

Date: April 5, 2016

## CorporateCare: Company Profile

Topic	Description
<b>Provider Status:</b>	Local Provider of Occupational Medicine
<b>Number of Employees:</b>	50
<b>Number of years of experience in Occupational and Environmental Medicine:</b>	25 years+
<b>Licensed to conduct business in Missouri and Kansas:</b>	Yes
<b>Language Interpretation Services:</b>	All clinics have access to Interpretation Services
<b>CorporateCare Clinic Locations:</b>	<ul style="list-style-type: none"> <li>• 2025 Swift Avenue, North Kansas City, MO 64116</li> <li>• 805 NE Rice Road, Lee’s Summit, MO 64086</li> <li>• 9040 Quivira Road, Lenexa, KS 66215</li> </ul>
<b>CorporateCare Hours of Operation:</b>	8am to 5pm – Monday through Friday
<b>Emergency Care: Two (2) Locations</b>	<p>Shawnee Mission Health 9100 W. 74<sup>th</sup> Street, Shawnee Mission, KS 66204</p> <p>Shawnee Mission Prairie Star 2301 Prairie Star Parkway, Lenexa, KS 66227</p>
<b>After-Hours Urgent Care: Two (2) Locations</b>  Hours: Open every day 8am to 8pm Saturday & Sunday: 8am to 5pm Exceptions: Closed Easter, Thanksgiving and Christmas	<p>Shawnee Mission Urgent Care: Centra Care</p> <ul style="list-style-type: none"> <li>• 9040 Quivira Road, Lenexa, KS 66215</li> <li>• 9099 W. 135th Street, Overland Park, KS 66221</li> </ul>
<b>After-Hours Drug and Alcohol Testing:</b>	CorporateCare partners with Guardian Medical Logistics who provides specimen collectors 24/7/365 to perform drug/alcohol testing at an employer worksite or emergency department.
<b>Employees assigned to this contract:</b>	<ul style="list-style-type: none"> <li>• Holly Martin, Director CorporateCare and Urgent Care</li> <li>• Robert R. Brown, D.O., Medical Director</li> <li>• Marc K. Hutchison, M.D., J.D.</li> <li>• Jo-Anne Briscoe, Marketing Manager</li> </ul>
<b>Professional Associations:</b>	<p>Corporate Care participates in the following professional organizations.</p> <ul style="list-style-type: none"> <li>• <b>ACOEM</b> (American College of Occupational &amp; Environmental Medicine)</li> <li>• <b>NAOHP</b> (National Association of Occupational Health Professionals)</li> <li>• <b>AOCOPM</b> (American Osteopathic College of Occupational and Preventive Medicine)</li> <li>• <b>AAMRO</b> (American Association of Medical Review Officers)</li> <li>• <b>ACFP</b> (American College of Family Practitioners)</li> </ul>

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**  
April 5, 2016

# **EXECUTIVE SUMMARY**

# **SCOPE OF SERVICES**

Submitted by:  
CorporateCare  
Holly Martin: Director, CorporateCare and Urgent Care  
Mobile: 913-689-9006  
[holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)  
Date: April 5, 2016

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**

April 5, 2016

## **Project Approach and Understanding**

CorporateCare proposes to perform Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations to Jackson County, Missouri, Department of Corrections. These services include, but are not limited to: New-Hire Examinations that include vision and color screening, NON-DOT drug screen, and a Post-Offer Essential Function Test to validate if a new hire candidate will meet the physical demands or essential functions of the job. CorporateCare has been providing Occupational Medicine services to Jackson County, Missouri Government since 2013.

CorporateCare, a division of Shawnee Mission Health in Shawnee Mission, Kansas, has been committed to the specialty of Occupational and Environmental Medicine in the Kansas City metropolitan area for over 25 years. CorporateCare's mission and objective is to operate free-standing Occupational Health medical clinics for the purpose of supporting the Occupational Safety and Health medical and wellness needs of small to large employers.

## **Solid Management Team**

One of CorporateCare's respected strengths, is its tenured board certified physicians and management team who have extensive experience in Occupational and Environmental Medicine. This team brings over 25 years of industry knowledge and best practices for Post-Offer Employment Testing, Drug and Alcohol Testing, regulatory compliance, Injury Management and Environmental Safety and Health to ensure appropriate service delivery on the clinic level as well as minimizing risk for the employer. As a result of this proficiency, the CorporateCare physician and management team will support Jackson County Government to ensure that the most appropriate protocols are established and approved.

## **CorporateCare's Medical Leadership**

Medical and clinical leadership is presided by Robert R. Brown, D.O., Medical Director, and his committed team of five board-certified physicians who are also Certified Medical Examiners under the U.S. Department of Transportation (DOT)/Federal Motor Carrier Safety Administration (FMCSA) National Registry Program that became effective 5/21/2014.

## **Experience with Other Governmental Entities**

Robert Brown, D.O., has been the Medical Director for the Kansas City Missouri Fire (KCMO) Department since 2004, providing medical leadership and consultative medical guidance regarding National Fire Protection Association (NFPA 1582 recommendations) and established protocols for new hire and annual medical examinations, post-offer essential function testing, injury management, and risk management protocols. CorporateCare's physician team partners with other local municipalities, Federal agencies, and Federal contractors for various services. Due to the core strength of our physician team, CorporateCare is confident that we can continue to offer a breath of experience to Jackson County, Missouri, Department of Corrections.

### Medical Review Officer (MRO) Services

Robert R. Brown, D.O., Medical Director presides over CorporateCare’s MRO Office. CorporateCare’s MRO team consists of three (3) board certified physicians who are also certified by the American Association of Medical Review Officers (AAMRO). MRO services satisfy federal and state regulations and industry best practices.

### CorporateCare’s Philosophy: Our Methodology and Standard-of-Care

As a specialty provider in Occupational and Environmental Medicine, CorporateCare embodies a hierarchy of care that is the thread that binds our organization, its professional longevity and trusted reputation. At the forefront of our success, is the following clinical staffing model.

### Staffing Model: North Kansas City, MO Clinic

The below physician and clinical team is available every day to ensure that scheduled patients are treated in a timely manner and employer protocols are followed.



CorporateCare dedicates a Board Certified physician and a licensed Physical Therapist to each clinic location. CorporateCare North Kansas City maintains a daily balance of 1.0 FTE for medical provider coverage, and 1.0 FTE for physical therapy and post-offer testing coverage.

CorporateCare’s staffing model is to utilize Board Certified Physicians, Board Certified Nurse Practitioners, RNs, LPNs and licensed Physical Therapists.

CorporateCare does not utilize: Physical Therapy Assistants or Athletic Trainers in our clinics in an effort to enhance the level of patient care.

### Proximity from CorporateCare Clinic to Jackson County Department of Corrections



CorporateCare’s North Kansas City clinic, located at 2025 Swift Avenue, North Kansas City, MO 64116, is a **4-mile driving distance, one way**, to the Jackson County, Missouri, Department of Corrections, 1300 Cherry Street, Kansas City, MO 64106.

### Parking:

CorporateCare North has (9) free street parking spaces that are dedicated directly **in front** of the CorporateCare North Kansas City clinic. Additional parking is across the street and behind the CorporateCare building. If a candidate parks in front of the building, a candidate will walk approximately 10 feet from their car to the front door of the clinic.

## CORPORATECARE'S ORGANIZATIONAL STRENGTHS

- Continued Urgent Care expansion with hours and locations in Overland Park and Olathe.
- Medical Provider philosophy is that of the “company physician” providing medical evaluation services as directed by employer and said employer’s policy.
- CorporateCare employees serve our patients and clients under the Mission and Values of Shawnee Mission Health, a member of the Adventist Health System.
- Shawnee Mission Emergency Department(s): Portal for emergency treatment, injury care.
- Extensive physician tenure in Occupational and Environmental Medicine: Post-Offer Employment Testing, U.S. Department of Transportation/FMCSA, OSHA compliance and medical evaluations, Essential Function Testing, Ergonomic Evaluations, Job Analysis, and Occupational Health consulting.
- Local Medical Director/Clinical Leadership.
- Staff Physicians are employees, not contract providers.
- Dedicated physician at each CorporateCare clinic, providing consistency of care.
- Dedicated physical therapist at each CorporateCare clinic, providing consistency of care.

### Treatment Philosophy

American College of Occupational and Environmental Medicine



All CorporateCare physicians follow the (ACOEM) standards established for Occupational Medicine physicians. Additionally, CorporateCare’s standard of care permits its physicians and physician extenders to exercise their independent medical decision making for each patient that they evaluate and treat. As a result our treatment philosophy:

**YES:** A patient is individually evaluated and treated. A patient’s treatment is NOT a pre-defined cookbook formula for care.

**NO:** CorporateCare physicians DO NOT subscribe to a “one size fits all” methodology when evaluating a patient.

**NO:** CorporateCare physicians will not prescribe Physical Therapy for every injury. Physical Therapy is only prescribed if medically necessary.

**NO:** CorporateCare physicians will not order x-ray for every injury. X-ray is ordered if medically necessary.

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**  
April 5, 2016

# **APPOINTMENTS & CLINIC LOCATIONS**

Submitted by:  
CorporateCare  
Holly Martin: Director, CorporateCare and Urgent Care  
Mobile: 913-689-9006  
[holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)  
Date: April 5, 2016



## SCHEDULING PRE-EMPLOYMENT EXAMINATIONS AND ESSENTIAL FUNCTION TESTING

### Appointments

In an effort to minimize the least amount of time a candidate will spend in the clinic, appointments are preferred for patient priority. Currently, Jackson County Government schedules appointments for Post-Offer Essential Function Testing and Examinations. Employers are notified of no-show appointments.

### Appointment Preparation/Paperwork

New hire examination forms and registration forms can be printed by CorporateCare and provided to employer to streamline the information presented to new hire candidates and minimize time spent in the clinic. Especially important for Post-Offer Essential Function Testing, a “*What To Expect and How to Prepare for Essential Function Testing*” form is available for distribution to new hire candidates, by employer, as this educational information helps to eliminate potential disqualification for elevated blood pressure or medical history concerns. PDF versions of all forms can be provided to employer.

## ACCOMMODATION FOR APPOINTMENTS

**Clinic Hours of Operation: 8am to 5pm, Monday through Friday**

Service Category	Service Delivery Expected Timeline
Appointments For: Post-Offer Examinations and Post-Offer Essential Function Testing	<ul style="list-style-type: none"> <li>• <b>Appointments Available: Same day, or within 24-48 hours.</b></li> <li>• <b>Testing Results: Emailed same day.</b></li> </ul>

Service Category	Service Delivery Expected Timeline
Appointments For: Drug Screens, Urine	<ul style="list-style-type: none"> <li>• <b>Appointments Available: Same day or within 24-hours.</b></li> <li>• <b>Test Results: Negative</b> drug screens reported within 24-48 hours.</li> <li>• On-line access for employer to view drug screen results on-line will be available Summer 2016.</li> </ul>

Service Category	Service Delivery Expected Timeline
Appointments For: Fitness-For-Duty Examination	<ul style="list-style-type: none"> <li>• <b>Appointments Available: Within 24-48 hours.</b></li> <li>• Medical Qualification Form (MQL) will report: Qualified, Disqualified or Medical Hold. Medical holds applies when candidate must visit treating physician for identified purpose before a CorporateCare physician can make a final fitness-for-duty determination.</li> </ul>

### Appointment and Examination Timelines

- Average time between arrival and visit with physician or physical therapist = 20 minutes. Primarily due to filling out patient registration and medical history forms.
- Post-Offer Essential Function Test: Applicant will spend an average of 45 to 60-minutes with Physical Therapist to accomplish review of Medical History, Blood Pressure, and Range of Motion pre-test before starting Post-Offer Essential Function Test.
- Pre-Employment Examination: Applicant will spend an average of 30-minutes with physician and nurse to accomplish examination and required ancillary testing.
- Patient arrival and departure time is electronically captured via time stamp. CorporateCare’s Occupational Health software provides time analysis reporting for evaluation and quality assurance.

## Drug and Alcohol Testing Laboratory



CorporateCare contracts with Clinical Reference Laboratory (“CRL”), a SAMHSA certified laboratory in Lenexa, Kansas. CRL analyzes, processes, and confirms all NON-DOT and DOT drug screens that are required for Federal or Non-Federal purposes. CRL Laboratory became SAMHSA certified on 12/21/1989. The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation.

### Drug and Alcohol Testing Collection Site Locations: Clinic Hours For Testing

CorporateCare Clinic Locations	Clinic Address	Testing Timeframe In The Clinic
North Kansas City, MO	2025 Swift Avenue, N. Kansas City, MO 64116  <b>Appointment Required: NO</b>	8am to 5:00pm (Monday-Friday)  <b>Saturday/Sunday: Walk-In Testing <u>Not Available</u> At CorporateCare Clinic</b>
Lee’s Summit, MO	805 NE Rice Road, Lee’s Summit, MO 64086  <b>Appointment Required: NO</b>	8am to 5:00pm (Monday-Friday)  <b>Saturday/Sunday: Walk-In Testing <u>Not Available</u> At CorporateCare Clinic</b>
Lenexa, KS	9040 Quivira Road, Lenexa, KS 66215  <b>Appointment Required: NO</b>	8am to 5:00pm (Monday-Friday)  <b>Saturday/Sunday: Walk-In Testing <u>Not Available</u> At CorporateCare Clinic</b>

### After-Hours Drug and Alcohol Testing: 24/7/365: Reasonable Suspicion, Post-Injury

CorporateCare partners with Guardian Medical Logistics to offer Employers a team of specimen collectors who conduct Non-Federal or Federal drug or alcohol testing at an employer worksite or local Emergency Department 24/7/365. This on-demand preferred service is available on a fee-for-service basis. Pricing noted herein.

### Drug Screen Turn-Around Times: Results are Emailed to Employer Designated Representative(s)

Type of Results	Reported To Employer
Drug Screen, Urine: Negative Results	<ul style="list-style-type: none"> <li>• 24-48 hours.</li> <li>• Online employer access will be available Summer 2016.</li> </ul>
Drug Screen, Urine: Positive Results	<ul style="list-style-type: none"> <li>• Laboratory GC/MS confirmation requires 72-hours, as an industry standard to quantify a positive urine drug screen. Lab reports to MRO and MRO processes within 24-48 hours and reports to employer.</li> </ul>
Breath Alcohol Results	<ul style="list-style-type: none"> <li>• 1-3 hours</li> </ul>

## After-Hours Drug and Alcohol Testing: Guardian Medical Logistics

CorporateCare has partnered with Guardian Medical Logistics, headquartered in St. Louis, MO, to provide expanded coverage for “After-Hours” drug and alcohol testing 24/7/365. Guardian maintains coverage in the Kansas City Metropolitan area providing Certified Breath Alcohol Technicians and Specimen Testing Technicians (STT) to accomplish DOT and NON-DOT drug and alcohol testing. Testing can be accomplished at the employer’s worksite, or an Emergency Department. An After-Hours protocol is established for employers who wish to utilize the service so that a Guardian specimen collector can comply with the employer’s protocol when conducting testing and reporting

Guardian Medical Logistics is a full-service logistics solution company focused exclusively on medical applications. Every year Guardian safely and efficiently transports more than 20 million medical specimens.

### Guardian Service offering as follows:

- **Guardian Nationwide Network:** Certified breath alcohol technicians and specimen collectors accessible by a single phone number to Guardian.
- **On-site 24/7 services:** For post-accident, reasonable suspicion, post-injury drug or alcohol testing. Collections at your worksite or location of choice.
- **Response Time:** 1 hour from the time of call initiation.
- **Employer Protocol:** Needs to be established providing DER information, cell phone numbers, and supervisory contact information.
- **Smart Phones:** Employer protocols are accessed via mobile device reflecting employer and DER contact information.
- **Laboratory:** Specimens collected will be shipped to Clinical Reference Laboratory (Lenexa, KS) or employer’s national contract laboratory, if applicable.
- **Invoice:** CorporateCare will invoice employer for on-site services as per current after-hours service agreement.
- **Guardian website for more information:** <http://www.guardianml.com/index.html>

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**  
April 5, 2016

**RESPONDENT'S QUOTATION**  
**ATTACHMENT 1**  
**PRICING**

**ADDITIONAL PRICING DETAIL**


Submitted by:  
CorporateCare  
Holly Martin: Director, CorporateCare and Urgent Care  
Mobile: 913-689-9006  
[holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)  
Date: April 5, 2016

**ATTACHMENT 1**  
**RESPONDENT'S QUOTATION**  
**FOR**  
**JACKSON COUNTY, MISSOURI: REQUEST FOR PORPOSAL NO. 11-16**

NO.	DESCRIPTION	PRICE PER PERSON
1.	Pre-Employment Physical Examination	\$219.00
2.	Fitness For Duty Medical Examinations	\$85.00 \$200.00 Medical Record Review If Extensive Medical Records Must Be Reviewed By Physician
3.	Cost of Drug Screen @ Respondent's Location	N/A
3.	Specimen: Urine	\$42.00 (MRO Included)
4.	Specimen: Blood	\$ N/A
5.	Specimen: Saliva	\$51.00
6..	Specimen: Skin Tissue	\$ N/A
7.	Specimen: Hair	\$85.00 (MRO Included)
	Cost of Alcohol Screen @ Respondent's Location	\$ N/A
8.	Specimen: Breath	\$28.00
	Breath Alcohol Confirmation , If Positive	\$35.00
9.	Specimen: Saliva	\$ N/A
10.	Specimen: Blood	\$ N/A
11.	Cost of additional services required to proper prosecute the terms and conditions of this Contract, including the Medical Review Officer (MRO) Services.	\$ N/A
12.	Cost of after-hours collection	Urine: \$150.00 (8am to 5pm) Urine: \$155.00 (5pm to 8am) <b>On-Demand Service. See After-Hours Fee Schedule Herein.</b>
13.	Cost of on-site collection @location listed in Section 2.2.6 Address: 1300 Cherry, Kansas City, Missouri 64106	<b>PRE-SCHEDULED EVENT:</b> \$225.00 per event, <b>(8am to 5pm)</b> (3-hr minimum guarantee)  \$375.00 per event, <b>(5pm to 8am)</b> (3-hr minimum guarantee)  Plus cost of each drug /alcohol screen  \$50.00 Travel Per Collector
14.	Cost of observed test @ Respondent's location	\$50.00
	<b>GRAND TOTAL</b>	

**NOTE:** Any additional pricing to make your bid complete shall be on your company letterhead and submitted with this Quotation.

**CERTIFICATION**

<b>SIGNATURE:</b> 	<b>DATE:</b> April 5, 2016
<b>NAME:</b> Holly Martin	<b>PHONE:</b> 913-689-9006
<b>TITLE:</b> Director, CorporateCare and Urgent Care	<b>MOBILE:</b> 913-689-9006
<b>COMPANY NAME:</b> Shawnee Mission CorporateCare	<b>FAX:</b> 913-789-1999
<b>EMAIL ADDRESS:</b> holly.martin@shawneemission.org	

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**  
 April 5, 2016

**FEES-FOR-SERVICE: ADDITIONAL INFORMATION**

Contract Term: Twenty-four (24)-month with three (3) 12-month options to extend  
 A 3% Consumer Price Index Adjustment will apply for each renewing contract year.

<b>Pre-Employment Physical Examination Components</b>	<b>Unit Cost</b>
▪ Pre-Employment Examination	\$55.00
▪ Review of Medical and Health History	Included
▪ Review of Health History Questionnaire	Included
▪ Vitals: Height, Weight, Temp, Pulse, Respiration, BP	Included
▪ Vision/Titmus: Near, Far, Color, Depth, Horizontal	\$12.00
▪ Ishihara Color Test: 14 color plates tested.	\$12.00
▪ Urine Dip (specific gravity, blood sugar, protein)	\$9.00
▪ Hearing /Whisper Test: Perceive forced whispered voice > 5 ft	Included
▪ Results/Reporting: Duty Status to Employer	Included
▪ Drug Screen: New Hire: NON-DOT 5-Panel, Urine	\$42.00
▪ <b>Essential Function Test</b> Includes: Flexibility and Strength ROM Assessment (pre-test) Level 4. Review of Medical & Surgical History, Blood Pressure before testing can proceed. Includes: 45 to 60-minute, custom EFT test performed by Physical Therapist.	\$89.00
▪ <b>Total Cost for Examination, Post-Offer Essential Function Test &amp; Drug Screen</b>	<b><u>\$219.00</u></b>
▪ <b>No-Show Fee For A Scheduled Essential Function Test. This fee covers no-show for both physician and physical therapist.</b>	<b><u>75.00</u></b>

<b>Fitness-For-Duty Medical Examination</b>	<b>Unit Cost</b>
▪ Fitness-For-Duty Examination	\$85.00
▪ Job Description Review	Included
▪ Physical Requirements Review	Included
▪ Dictated Report By Examining Physician: Physician will determine: Restricted duty, light duty, prescribed method of treatment or physical therapy and document in a written report.	Included
▪ Dictated Report will document if employee can return to his/her position, and if not, recommendation for type of position that will best accommodate	
▪ <b>Medical Records Review:</b> IF extensive Medical Records must be reviewed, physician will charge a medical record review fee.	\$200.00

Submitted by: Holly Martin: Director, CorporateCare and Urgent Care  
 Mobile: 913-689-9006 Email: [holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)

Date: April 5, 2016

**Request for Proposal: NO. 11-16**  
**Jackson County, Missouri: Department of Corrections**  
**Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness-For-Duty Medical Examinations**

**CorporateCare: North Kansas City, MO**  
**Division of Shawnee Mission Health**  
April 5, 2016

# **AFTER-HOURS DRUG AND ALCOHOL TESTING, 24/7/365 REASONABLE SUSPICION**

Submitted by:  
CorporateCare  
Holly Martin: Director, CorporateCare and Urgent Care  
Mobile: 913-689-9006  
[holly.martin@shawneemission.org](mailto:holly.martin@shawneemission.org)  
Date: April 5, 2016

## AFTER-HOURS DRUG AND ALCOHOL TESTING

### FEES-FOR-SERVICE

Service Description	Drug Test Fee	Breath Alcohol Equivalent fees apply for confirmation	Other Fees
<b>Daytime Testing/Urine: (8am to 5pm)</b>	\$150.00 Per Test	\$60.00 Per Test	
<b>Daytime Testing/Saliva: (8am to 5pm)</b>	\$155.00 Per Test		
<b>Daytime Testing/Hair: (8am to 5pm)</b>	\$160.00 Per Test		
<b>After-Hours Testing/Urine: (5pm to 8am)</b>	\$155.00 Per Test	\$75.00 Per Test	
<b>After-Hours Testing/Saliva: (5pm to 8am)</b>	\$160.00 Per Test		
<b>After-Hours Testing/Hair: (5pm to 8am)</b>	\$165.00 Per Test		
<b>Wait Time:</b> Occurs when Collection Extends Beyond 30-Min. Invoiced in 30-minute increments			\$50.00 Per Hour
<b>Cancellation/No-Show Fee:</b> Collector is notified after arrival that services are not required; collector arrives & donor vacated premises; donor has not arrived at testing site within 30-minutes. If collector returns to complete same collection, new charges apply.			\$125.00 Per Test
<b>Observation:</b> Gender specific, when required			\$50.00 Per Test
<b>Travel Fee:</b> Applies if out-of-service area			\$75.00 Per Event

- **Laboratory/MRO Costs:** Collection, lab analysis, MRO, results reporting, included in above.
- **Payment/Terms:** Payment is responsibility of employer. Agreement shall renew automatically on January 1<sup>st</sup> of each calendar year. Indemnity or Workers' Compensation insurance carrier shall not remit payment for above noted fees. Payment cannot be assigned or transferred to donor.
- **Laboratory/SAMHSA Certified:** CRL Laboratory, Lenexa, KS  **Other:** \_\_\_\_\_  
Donor must present with (CCF) of alternate laboratory

#### Procedures:

- **Authorization:** Employer will provide CorporateCare with names of authorized representatives who will be contacted should donor need to be removed from safety sensitive duties and to accept test results.
- **Transport of Specimen(s):** All specimens will be processed next business day; results reported to (DER).
- **Inability to Provide Specimen:** If donor cannot provide specimen, collection will be aborted and documented on custody and control form (CCF) and transmitted to Designated Employer Representative (DER).

<b>Category of Substance Abuse Test:</b>	<input type="checkbox"/> NON-DOT	<input type="checkbox"/> DOT/FMCSA (Federal)
<b>Type of Test to Be Performed:</b>		
<b>Drug Screen:</b>	<input type="checkbox"/> 5-Panel Urine <input type="checkbox"/> 10+Panel Urine <input type="checkbox"/> Instant/Rapid Test <input type="checkbox"/> Saliva/Oral Fluid <input type="checkbox"/> Hair Test	
<b>Alcohol:</b>	<input type="checkbox"/> Breath Alcohol <input type="checkbox"/> QED Alcohol Saliva	
<b>Reason for Test:</b>	<input type="checkbox"/> Post-Accident/Vehicle <input type="checkbox"/> Post-Injury <input type="checkbox"/> Reasonable Suspicion <input type="checkbox"/> Random	