

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

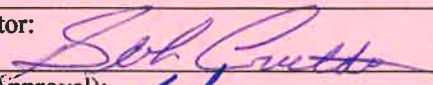
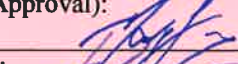

Res/Ord No.: 20137

Sponsor(s): City of Overland Park
EXECUTIVE OFFICE

Date: April 8, 2019

MAR 28 2019

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with four Twelve Month Options to Extend for the furnishing of Drug and Alcohol Testing for use by the Human Resources, Public Works, Sheriff's Office and Parks + Rec Departments to Test Smartly Labs OF Overland Park, Kansas under the Terms and Conditions of Request for Proposal No. 03-19.</u></p>																								
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$</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) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <table> <tr> <td>Department: Sheriff's Department</td> <td>Estimated Use: \$ 3,000.00</td> </tr> <tr> <td>Parks & Recreations</td> <td>\$ 8,569.00</td> </tr> <tr> <td>Public Works</td> <td>\$ 2,606.00</td> </tr> <tr> <td>Human Resources</td> <td>\$ 983.00</td> </tr> <tr> <td></td> <td><u>\$24,068.00</u></td> </tr> </table> <p>Requesting approval by the Legislature of the Term and Supply Contract; the funds were already appropriate through the annual budget adoption. Estimated use figures are for informational purposes only.</p> <p>Prior Year Budget (if applicable): \$27,758.00 Prior Year Actual Amount Spent (if applicable): \$23,130.00</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: Sheriff's Department	Estimated Use: \$ 3,000.00	Parks & Recreations	\$ 8,569.00	Public Works	\$ 2,606.00	Human Resources	\$ 983.00		<u>\$24,068.00</u>				
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 18369, January 21, 2014</p>																								
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Craig Reich, Senior Buyer, 816-881-3265</p>																								
REQUEST SUMMARY	<p>The Human Resources, Public Works, Sheriff's Office and Parks + Rec Departments require a Term and Supply Contract for the furnishing of Drug and Alcohol Testing. Purchasing issued Request for Proposal No. 03-19 in response to those requirements.</p> <p>A total of 24 notifications were distributed with 3 responses received, of which one response was rejected; the following is a summary of the 4 responses evaluated:</p> <table border="1"> <thead> <tr> <th>Vendor and Location</th> <th>Pricing 40%</th> <th>Locations 25%</th> <th>Experience 30%</th> <th>Content 5%</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Test Smartly Labs, Overland Park, KS</td> <td>40</td> <td>20</td> <td>25</td> <td>5</td> <td>90</td> </tr> <tr> <td>Safety First, Birmingham, AL</td> <td>37</td> <td>18</td> <td>20</td> <td>2</td> <td>77</td> </tr> <tr> <td>DSI Horsham, PA</td> <td>35</td> <td>18</td> <td>25</td> <td>5</td> <td>83</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twelve Month term and Supply contract for the furnishing of Drug and Alcohol Testing to Test Smartly Labs of Overland Park, KS as the lowest and best proposal received.</p>	Vendor and Location	Pricing 40%	Locations 25%	Experience 30%	Content 5%	Total	Test Smartly Labs, Overland Park, KS	40	20	25	5	90	Safety First, Birmingham, AL	37	18	20	2	77	DSI Horsham, PA	35	18	25	5	83
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	This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of fund for specific purchase is subject to annual appropriations.	
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Bid Abstract, Recap of Bids Received, and pertinent pages Test Smartly Labs bid documents	
REVIEW	Department Director: 	Date: 3-27-19
	Finance (Budget Approval): <i>If applicable</i> 	Date: 3/27/19
	Division Manager: 	Date: 4/2/19
	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: 3-19 Date: 2/26/19 COMMODITY: Employee Drug and Alcohol Testing	Solutions	Test Smartly	DSI Medical Services	Safety First	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Employee Drug and Alcohol Testing, per RFP 3-19 <i>See Bid See bid See bid</i>							

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: February 26, 2019 BY
Wendi H. Rowland
 CLERK OF THE LEGISLATURE
Kathe Bantte
 PURCHASING

Bid No: 03-19

Commodity: Employee Drug Testing

Vendor: Safety First

Bid Recap		Quote					
REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	QTY	Unit	Manufacturer	Amount
Contract Signed	no		DOT Urine Test	1			\$ 37.75
Affidavit	yes		Non-DOT Urine Test	1			\$ 37.75
Compliance Review	yes		Hair Test	1			\$ 65.75
Certificate of Compliance	yes		Hair Test w/synth opioids	1			\$ 260.75
Statement of Contractor's Qualification	yes		Non-DOT saliva	1			n/a
Acknowledgement of Receipt of Addenda	yes		BAC	1			\$ 42.75
Bidder's Quote	yes		Observed	1			\$ 48.50
Bidder's Exceptions	yes						
Contracts: See attached							
References: See attached							

Comments: Please review Exceptions



Invitation for Request for Proposal No. 03-19
Jackson County Employee Drug and Alcohol Testing

Jackson County Purchasing Department
Jackson County Courthouse Room G-1 Ground Floor
415 East 12th Street, Kansas City, Missouri 64106

January 31, 2019

Office of the Jackson County Purchasing Department
Purchasing Department, Room G-1 Ground Floor
Jackson County Courthouse
415 E 12th Street
Kansas City, Missouri 64106

Point of Contact for Proposal: Craig Reich

RE: Request for Proposal No. 03-19

We appreciate the opportunity to submit this proposal. We seek to provide employee drug and alcohol testing services for Jackson County's Human Resources, Public Works, Sheriff's and Parks and Recreation Departments. As we have demonstrated for the past five years, we have the capacity to handle this contract and provide quality service. We are a full-service national third-party provider/administrator and drug/alcohol testing facility. Our goal is to provide timely and confidential drug, alcohol, and wellness testing to our clients.

For the last five years we have been providing drug and alcohol testing for all the Jackson County agencies listed in this proposal. We have had the opportunity to demonstrate our capability and competency by providing drug and alcohol testing services to the Jackson County offices. Each month we submit the Randoms to Jackson County as specified by each Department. We have the five convenient locations in the area. We have demonstrated that results are returned within 48 hours.

We feel that our expertise, execution and convenient locations make us the best fit to continue to handle the Jackson County drug and alcohol testing program. We appreciate your consideration

This letter serves as our acceptance of the Contracting Requirements set forth in RFP No. 03-19. We are excited to demonstrate to Jackson County our commitment to quality and customer satisfaction.

Best Regards,



Marilyn Rebori

President, Test Smartly Labs

**JACKSON COUNTY, MISSOURI
COMPLIANCE REVIEW FORM**

Report Date: 2-5-19 (All reports expire annually on December 31st)

DIRECTIONS FOR COMPLETION:

Please fill out form completely. If a question refers to "past report" and this is your first one, place "1st Report" in the blank. If a question addresses an area which does not apply to your company, such as (subcontractors), place "N/A" in the blank. Please be sure this and subsequent reports are SIGNED AND DATED. If you have any questions, please call our office at (816) 881-3467.

Mail/Fax or Email reports to:
Tom Wyrsh
Contract Compliance Review Director
415 East 12th Street - 2nd Floor
Kansas City, Missouri 64106
EMAIL: cro@jacksongov.org
FAX: (816) 881-1223

1. COMPANY DESCRIPTION:

Name of Company Test Smartly Labs
Street Address 10630 Metcalf Ave, Suite B
City Overland Park state KS zip 66212
Email Address: marilyn.r@testsmartlylabs.com
Website Address: www.testsmartlylabs.com
Area Code 816 Telephone Number 800-9699
Representative Name Marilyn Rebor:

2. COMPANY STATISTICS:

- A. Total number of Employees 22
- B. Total Number of Employees who are:
- | | |
|----------------------|--------------------------|
| 1. Women <u>16</u> | 4. Asian <u>1</u> |
| 2. Hispanic <u>5</u> | 5. American Indian _____ |
| 3. Black <u>4</u> | 6. Other <u>2</u> |

YES NO N/A

3. Has your company advertised for applicants since your report? X
If so, please attach a list of publications in which ads appeared, the dates of advertising, and copies of such advertisement

4. Has there been an effort since your last report to further orientate supervisors and key personnel to the spirit and intent of the program? X
If so, please attach a detailed report of such efforts

5. Have there been any adjustments in your job prerequisites or your recruiting and intake procedures?
If so, please attach a narrative of such efforts. X

YES NO N/A

6. Has any effort been made since your last report in disseminating your policy to all your employees or in encouraging them to refer Minority or Female applicants?
If so, please attach a narrative of such efforts.

— X —

7. Are you attaching any other comments or concerns which you would like to have reviewed as part of determining compliance with your programs?

— X —

List all minority contractors/suppliers (Minority Owned Business Enterprises MBE or Women Owned Business Enterprises WBE) with which you have contracted during this reporting period.

NAME OF COMPANY Compliance Systems LLC
 STREET ADDRESS 510 Plaza Drive, Suite 200
 REPRESENTATIVE NAME Leslie Prince
 TELEPHONE NUMBER 800-244-9319
 EMAIL ADDRESS leslie@compliance systems llc.com
 WEBSITE ADDRESS www.compliance systems llc.com
 PRODUCTS, SERVICE, AREA OF SCOPE OF WORK: DOT Training / Consortium

DURATION OF CONTRACT 7 years
 AMOUNT OF CONTRACT \$ 5,000 yearly

REPEAT THE ABOVE INFORMATION ON A SEPARATE SHEET FOR ADDITIONAL MBE/WBE FIRMS WITH WHOM YOU HAVE CONTRACTED.

Figures of Employment Analysis section of this report was obtained from:

	YES	NO
1. Available employment	<u>✓</u>	—
2. Visual check	<u>✓</u>	—
3. Other (specify) _____	—	—

This Compliance Review Form was prepared and submitted by:

Marilyn Reber
 Signature
Marilyn Reber, President
 Name and Title
2/4/2019
 Date

I certify that all answers and information herein contained are true to the best of my knowledge, and I understand that any mis-statement of fact may subject this company to non-compliance procedures.

STATEMENT OF NO BID

TO: Jackson County Purchasing Department
Jackson County Courthouse
415 East 12th Street, Room G1
Kansas City, MO 64106

We, the undersigned, have declined to submit a proposal in response to the above Request for Proposal for the following reasons(s):

Scope of Services too "tight", i.e., geared toward one brand or supplier.

Insufficient time to respond to the proposal.

We do not offer this product or service.

Our schedule would not permit us to perform.

We are unable to meet Scope of Service requirements.

We are unable to meet bond requirements.

Scope of Services is not clear (explain).

We are unable to meet insurance requirements.

Remove us from your list for this commodity or service.

Other (explain).

REMARKS

N/A

Company Name: _____

Signature: _____

Telephone: _____

Date: _____

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned acknowledges receipt of Addenda through and including numbers 18 and that this Proposal is submitted in accordance with information, instructions, and stipulations set forth therein.



Signature of Respondent

2/4/2019

Date

Test Smartly Labs

Company Name

10630 Metcalf Ave, Site B

Address

Overland Park, KS 66212

City, State, and Zip

816-800-9699

Phone

1.0 Introduction

Test Smartly Labs understands that Jackson County is proposing a 12-month term of supply contracts with the possibility of four, twelve-month options to extend. The contract is for furnishing Employee Drug & Alcohol Testing for usage by Human Resources, Public Works, Sheriff's and Parks and Recreation Departments. In addition, Test Smartly Labs understands that Jackson County reserves the right to split the award for Employee Drug & Alcohol testing.

2.0 Scope of Work

Test Smartly Labs understands that the Department of Public Works and Parks and Recreation will utilize testing for the purpose of complying with 49 CFR Parts 382, et.al. Test Smartly Labs also understand that the Human Resources, and Sheriff's Departments do not utilize commercial drivers' licenses and are not required to comply with 49 CFR Parts, 382 et. al.

Test Smartly understands that the number of drug & alcohol tests are estimates for each department and may vary. Test Smartly Labs is more than capable of handling whatever number of tests are required by the various Jackson County departments.

Yearly estimates by department (Based on Past Year Performance)

Human Resources Department	175 Urine Tests and 50 Breath Alcohol Tests
Parks and Recreation Department	300 Urine Tests and 75 Breath Alcohol Tests
Public Works Department	100 Urine Tests and 25 Breath Alcohol Tests
Sheriff's Department	100 Urine Tests and 25 Breath Alcohol Tests

2.1 General Requirements

Test Smartly Labs will provide lab based 5-Panel, 11-Panel or 12- Panel drug screens. This will include lab confirmations on all non-negative screens and results reporting. All samples will be subject to adulteration screens, which verify acceptable levels of Creatinine (.20 mg/dl), Nitrates (Negative) and PH (4.5-9). The specimens will also be checked for acceptable temperature, color, and smell.

2.1.2 DOT Testing will include the standard split sample 5-Panel lab-based drug test. A Medical Review Officer (MRO) will review all test results. We follow DOT collection protocol on all our Collections.

2.1.3 Test Smartly Labs will identify if any backup laboratory or subcontractor used. The diagnostic Labs that Test Smartly Labs will utilize are Clinical Reference Laboratories or Quest Diagnostics.

2.1.4 Test Smartly Labs will manage random selection for primary and alternate participants in the required programs of Human Resources, Sheriff's Department, Parks and Recreation and Public Works.

2.2 Specific Requirements

2.2.1 All employee/applicants who appear for drug and or alcohol testing will be required to show an acceptable form of picture ID as per our standard procedures.

2.2.2 Test Smartly Labs will directly fax each chain of custody to the MRO as part of our standard process.

2.2.3 Test Smartly Labs complies with all Federal Regulations including (a) Split Specimens (b) MRO on all DOT drug testing or as required (c) 5-Panel lab-based drug screen with confirmation (d) All urine specimens collected are within temperature limits

2.2.4 Test Smartly Labs understands the 5 panel drug testing requirements for Initial Screening and Confirmation Cutoff Levels. In addition, we understand the confirmatory method for drug and alcohol testing and attest that they will be followed exactly.

2.3 Collection Availability

2.3.1 Test Smartly Labs has five locally owned collection and testing sites in the Greater Kansas City Area. All Jackson County departments are well within a 30- minute drive of one our collection/testing sites. Our well-placed facilities are a perfect fit to meet all of Jackson County's collection needs.

(Addendum B)

2.3.1.1 Parks and Recreation Department, 22807 Woods Chapel Road, Blue Springs, MO

. Test Smartly Labs, 2741 NE McBaine Drive, Suite A Lee's Summit, MO is 5.0 miles (10 minutes, source Google Maps attached)

2.3.1.2 Public Works Department, 34900 E Old US 40 Highway, Oak Grove, MO

. Test Smartly Labs, 2741 NE McBaine Drive, Suite A Lee's Summit MO is 17 miles (21 minutes, source Google Maps, attached) Easy Highway Driving.

2.3.1.3 Human Resources Department, 415 E 12th Street, Kansas City MO

. Test Smartly Labs, 3917 Broadway, Suite A, Kansas City MO is 3.7 miles (9 minutes, source Google Maps, attached).

2.3.1.4 Human Resources Department, 112 West Lexington Avenue, Independence MO

. Test Smartly Labs, 3675 S Noland Road, Suite 200, Independence MO is 3.0 miles (9 minutes, source Google Maps, attached)

2.3.1.5 Sheriff's Department, 3310 NE Rennau Drive, Lee's Summit, MO

. Test Smartly Labs, 2741 NE McBaine Drive, Suite A, Lee's Summit, MO is only 2.9 miles (7 minutes, source Google Maps, attached)

2.4 Collection Availability

2.4.1.1 We can accommodate Monday-Friday drug and alcohol testing from 9:00am-5:00pm at all Test Smartly Lab facilities. Testing before 9:00am will need to be pre-arranged.

2.4.1.2 Test Smartly Labs in Overland Park, KS will be available on Saturday's from 9:00am-1:00pm

2.4.1.3 Test Smartly Labs will be available on holidays from 10am-12pm or as needed by contacting the after-hours number 913-221-0271 (Addendum C)

2.4.1.4 Test Smartly Labs has an after-hours/post-accident phone number that notifies the designated "on-call" collector of the need for drug testing. In addition, a VM notification system is setup to send an SMS text message to management to follow up on the call. Our collectors keep supplies on-hand for after-hours drug and alcohol collections. All collectors are Breath Alcohol Technicians and trained DOT collectors

2.5 Respondent and Subcontractors Qualifications

2.5.1 See (addendum D) for Collector Training Certificates and SAMHSA Certifications from our diagnostic lab partners.

2.5.2 Yes, we will be available for any administrative or legal proceeding.

2.5.3 Yes, negative results will be communicated within 2 working days.

2.5.4 Yes, normally positive results will be communicated within 4 working days. However, if the MRO is unable to obtain timely information from the donor could delay the result.

2.5.5 Alcohol results will be communicated within 24 hours.

2.5.6 We will meet the requirements set out for testing.

2.5.7 We certify that we comply with HIPAA regulations and maintain privacy and confidentiality of all records.

2.6-2.6.1-2.6.2 Testing and Reporting

The Test Smartly Labs philosophy for excellence is reflected in the work we perform. Test Smartly Labs is providing solutions to Recovering Professional Programs, public agencies, employers, and consumers who need assistance with their drug and alcohol testing related requirements. It is Test Smartly Labs desire to assist Jackson County in fully implementing the comprehensive requirements established within RFP No. 03-19 concerning Drug and Alcohol Collections and Testing Services. Our extensive professional and technical staff all have training and comprehension of the requirements established in RFP No. 03-19.

To properly support Jackson County, certain fundamental components are necessary. First and foremost, we believe successful projects begin with open lines of communication. Jackson County needs a service provider that not only understands the regulatory requirements, but also can effectively communicate with all of Jackson County's personnel. Test Smartly Labs possesses industry knowledge to make this program a success. However, if effective lines of

communication are not open between both organizations, the overall program effectiveness of the program may lack the required excellence of execution. Jackson County is a valued client and it rests solely on us to meet and exceed the expectations established in the RFP No. 03-19. Test Smartly Labs utilizes state-of-art software and secure communications systems to manage our projects. These include industry specific operations, case management, and accounting platforms capable of segmenting projects based on location and department. Our staff is all trained and proficient in the use of Microsoft Office products and we utilize email, phones, web portal access and proprietary notification system to help manage communications amongst our clients.

Jackson County is requesting a drug and alcohol-testing partner with the experience and capabilities to provide a comprehensive drug and alcohol testing program that includes:

1. Random notification of program participants due to be tested. Test Smartly Labs will use a statically significant mathematical random selection program.
2. A county-wide network of local specimen collection sites sufficient to limit program participant's travel time to and from a collection site: One of the major strengths of Test Smartly Labs in Greater Kansas City is our network of specimen collection sites throughout the market. This is a critical entry point for ensuring a robust functioning system.
3. A strict chain-of-custody protocol for all specimens following collection: Because Test Smartly Labs core business is specimen collection, Test Smartly Labs follows strict adherence to Chain of Custody protocols that will prevail in any court of law, if challenged.
4. Urinalysis screening services meeting the highest standards established by the Federal Government: Test Smartly Labs has full comprehension of all screening and confirmation thresholds for SAMHSA, DOT, etc;

2.7-2.7.5 Billing

Test Smartly Labs understands and will abide by all the billing requirements detailed in sections 2.71- 2.7.5 of RFP No. 03-19

2.8 Contingency Fee

2.8.1-2.8.3 Test Smartly Labs understands the importance of these requirements and certifies that we have NO conflict

2.9 Site Inspection

2.9.1-2.9.3 Jackson County may inspect any of our locations at will. We are proud of our Labs and processes. We will be happy to accommodate anyone at our collection facilities.

2.10-2.10.4 Maintenance of Records

Test Smartly Labs utilizes state-of-the-art software and secure communications systems to manage our projects. These include industry specific operations, case management, and accounting platforms capable of segmenting projects based on location and department. We keep records in accordance to the requirements of the Department of Transportation and other agencies.

Executive Summary

Test Smartly Labs appreciates the opportunity to rebid on this proposal to provide in office and mobile drug and alcohol collection services to Jackson County. We have demonstrated over the past five years our ability to provide quality service for Jackson County. Test Smartly Labs is a uniquely qualified company, offering a comprehensive program of drug testing and monitoring services built around a passion for reducing drug abuse as well as empowering individuals and companies to manage their health and wellness through affordable lab screening. Test Smartly Labs has been in the drug and alcohol testing business for over eight years

We are a mature, full-service national third-party provider / administrator and drug testing facility, providing Timely, and Confidential drug, alcohol, DNA, steroid, background screens and wellness testing. Our company is nationally recognized and accredited by the Drug and Alcohol Testing Industry Association (DATIA) as well as the Substance Abuse Program Administrates Association (SAPAA) and has developed a comprehensive program incorporating a diverse spectrum of techniques for mandated and non-mandated testing.

Test Smartly Labs has over a hundred private business in the Greater Kansas City Metro. We service the bulk of the Children's Divisions in Johnson, Jackson and Cass County Missouri. We are the service provider for Drug and Alcohol testing for the State of Missouri Contract Test Smartly Labs is a proud partner with eScreen and Quest Diagnostics to provide collections for thousands of additional clients nationwide.

EXPERTISE OF KEY PERSONNEL

Tim Rebori, CEO/Owner

Test Smartly Labs
10630 Suite B Metcalf Ave
Overland Park, KS 66212
Telephone: (816) 800-9699

Description of services: Founded Test Smartly Labs, and quickly expanded it to five locations placed strategically throughout the Greater Kansas City area. Tim is certified in DOT drug and alcohol testing and a certified Breath Alcohol Technician. Tim also focuses on market research to ensure Test Smartly Labs continues to utilize the most current and relevant testing methodologies to deliver timely and confidential results

Marilyn Rebori, President/Owner

Test Smartly Labs
10630 Suite B Metcalf Ave
Overland Park, KS 66212
Telephone: (816) 800-9699

Description of services: Marilyn is the President and Director of Operations for Test Smartly Labs. Marilyn has 26 years of experience in logistics and supply chain management utilizing various techniques to drive efficiency. Marilyn is a proven leader demonstrating qualities of being energetic, strategic, self-motivated, ethical, collaborative, and eager to accept additional responsibilities with perseverance and tenacity. She has acquired extensive management, supervisory and training experience through her upward mobility at companies such as Kraft Foods and Associated Wholesale Grocers. She has been instrumental in project development, planning, and implementation of computerized systems. In her current role, she utilizes her experience with productivity performance and quality tracking programs to ensure company-wide compliance to DOT standards while maintaining excellent customer service. Certified in DOT drug and alcohol testing, she ensures all staff receive extensive new-hire training and continuing education.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Direct authority over entire contract.
Specify the approximate number of hours per month this person is proposed for services	20 hrs.

Nick Foley, Director of Business Development

Test Smartly Labs
10630 Suite B Metcalf Ave
Overland Park, KS 66212
Telephone: (816) 800-9699

Description of services: Nick specializes in drug testing program development and administration. Direct management of client services, and sales departments. He is a program consultant and business solutions coordinator. Currently is the point of contact for the State of Missouri Contract. He has 5 years previous experience working as a Substance Abuse Counselor.

Describe the person’s planned duties/role proposed herein:	Point of Contact for Solutions
Specify the approximate number of hours per month this person is proposed for services	30 hrs.

Michelle Mayes, Client Relations Manager

Test Smartly Labs
3675 S Noland Rd
Independence, MO 64055
Telephone: (816) 800-9699

Description of services: The Records Custodian and Client Relations Manager for Test Smartly Labs. Michelle has over 12 years of experience with an international drug testing lab. She previously was Quest Diagnostics for 8 years as a customer service specialist. She specializes in client relations, employee training and development, client education, and results management. She is the primary administrator of our electronic results database and manages results delivery for all five Test Smartly Lab locations. Michelle is available to answer client inquiries, provide statistical reporting, and respond to any results subpoena’s for donor records.

Staffing Methodology

Describe the person’s planned duties/role proposed herein:	Will be over all records with subsequent staff underneath her.
Specify the approximate number of hours per month this person is proposed for services	80 hrs.

Elizabeth LeFon, Account Manger
Test Smartly Labs
3675 S Noland Rd
Independence, MO 64055
Telephone: (816) 800-9699

Description of services: Elizabeth is the Account Manager for Test Smartly Labs. She has over fourteen years of experience working in the Drug and Alcohol industry. She has an extensive background working with the nation's largest MRO, TPA and toxicology laboratories. She was a Customer Service Manager for Alere Toxicology. She specializes in account management, client relationships, sales support and compliance. She is customer-focused with excellent analytical, problem-solving and follow up. Elizabeth is the primary contact for all five Test Smartly Lab locations. Elizabeth is available to answer client, donor and account inquiries.

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Will be over Randoms and Agency support. Will be the project manager for this project.
Specify the approximate number of hours per month this person is proposed for services	40 hrs.

References

Jeannette Koster, LCSW, MSW
Director, Foster Care and Adoption Program
Crittenton Children's Center
10918 Elm Avenue
Kansas City, Missouri 64111
(816) 595-2002

Gary Hoelscher, BSBA, MEP, PCP
Safety Coordinator
Missouri Department of Corrections
Division of Human Services
2729 Plaza Drive
Jefferson City, Missouri 65101
(573) 751-8723

Shannon Austin
Administrative Manager, Foster Care
Cornerstones of Care
300 E 36th St
Kansas City, Missouri 64111
(816) 508-6221

Addendum B

Test Smartly Labs Area Collection Sites

Test Smartly Labs (Downtown Kansas City, Missouri)

3917 Broadway Blvd. Suite A, Kansas City, Missouri 64111

Phone: (816) 800-9699

Fax: (816) 448-3848

Lab Hours: Monday-Friday, 9:00am-5:00pm; Mobile/On-site 24/7

Test Smartly Labs (Kansas City North)

4321 NE Vivian Road, Suite 100, Kansas City, Missouri 64119

Phone: (816) 800-9699

Fax: (816) 413-8218

Lab Hours: Monday-Friday, 9:00am-5:00pm; Mobile/On-site 24/7

Test Smartly Labs (Lee's Summit)

2741 NE McBaine Drive Suite A, Lee's Summit, Missouri 64064

Phone: (816) 800-9699

Fax: (816) 246-8993

Lab Hours: Monday-Friday, 9:00am-5:00pm; Mobile/On-site 24/7

Test Smartly Labs (Overland Park)

10630 Metcalf Ave, Suite A, Overland Park, Kansas 66212

Phone: (816) 800-9699

Fax: (913) 652-6868

Lab Hours: Monday-Friday, 9:00am-5:00pm; Saturday 9:00-1:00pm Mobile/On-site 24/7

Test Smartly Labs (Independence)

3675 S Noland Road Suite 200, Independence, Missouri 64055

Phone: (816) 800-9699

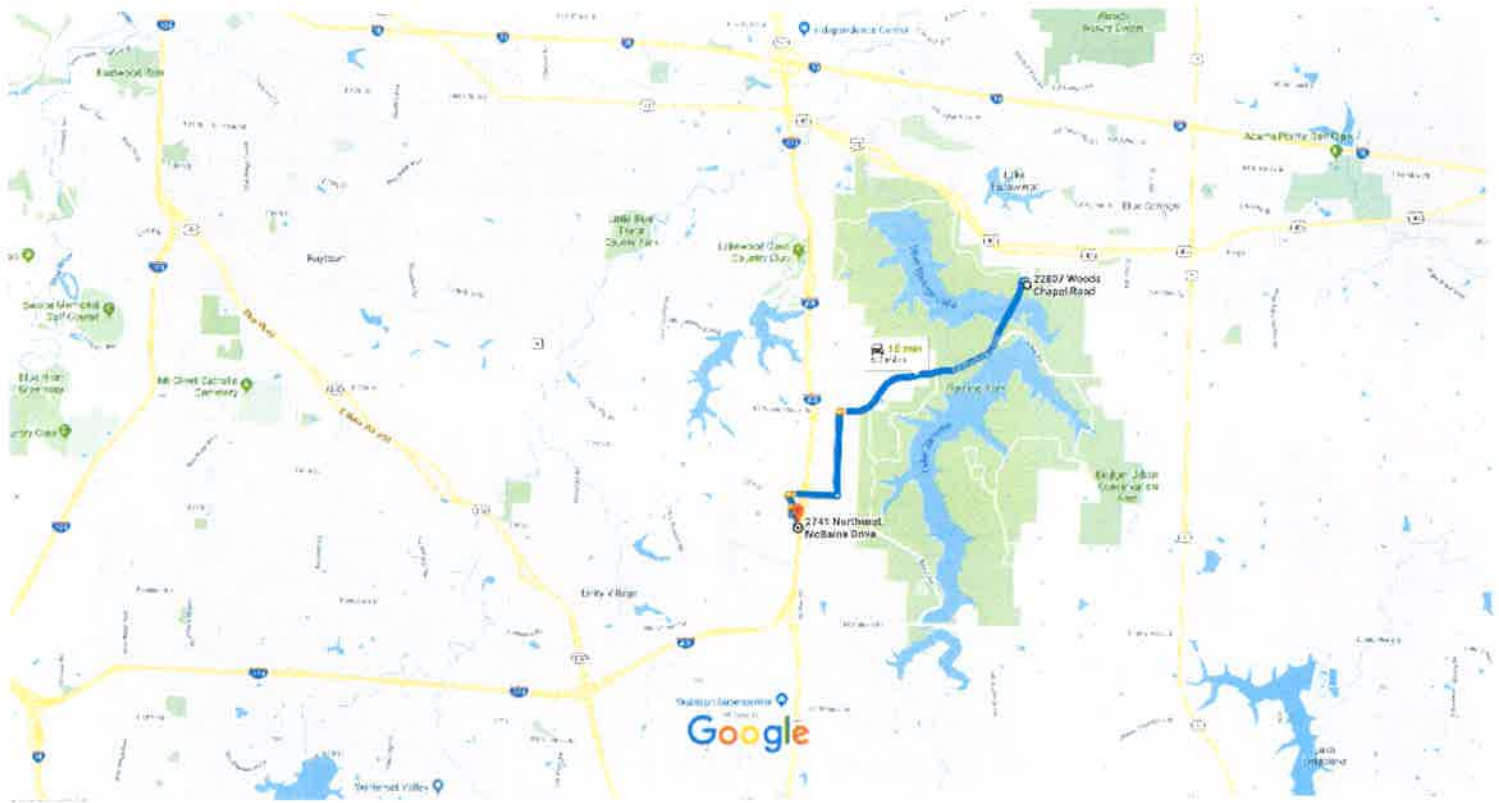
Fax: (816)656-5935

Lab Hours: Monday-Friday, 9:00am-5:00pm; Mobile/On-site 24/7



22807 Woods Chapel Rd to 2741 NE McBaine Dr, Lee's Summit, MO 64064

Drive 5.0 miles, 10 min



Map data ©2019 Google 1 mi

22807 Woods Chapel Rd

Blue Springs, MO 64015

- ↑ 1. Head west toward SW Woods Chapel Rd
226 ft
- ↶ 2. Turn left at the 1st cross street onto SW Woods Chapel Rd
2.9 mi
- ↶ 3. Turn left onto NE Todd George Pkwy
1.0 mi
- ↷ 4. Turn right onto 83rd St/NE Strother Rd
0.6 mi
- ↶ 5. Turn left onto NE Independence Ave
0.3 mi
- ↶ 6. Turn left onto NE McBaine Dr
0.2 mi

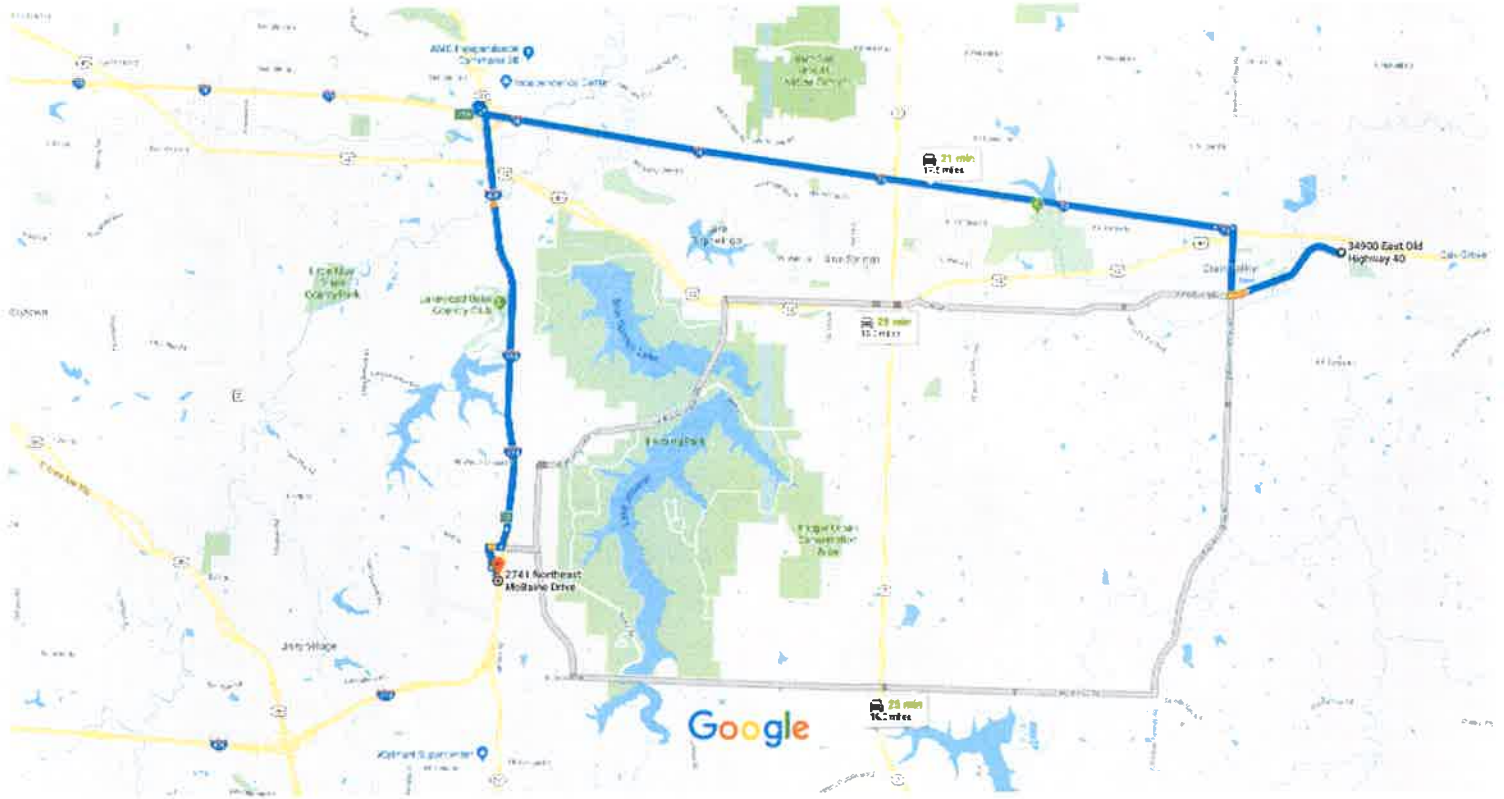
i Destination will be on the left

2741 NE McBaine Dr


Lee's Summit, MO 64064




34900 East Old Highway 40, Oak Grove, MO to 2741 NE McBaine Drive Lee's Summit MO Drive 17.5 miles, 21 min




Map data ©2019 Google 1 mi

- 
via I-70 W and I-470 S
21 min
Fastest route, the usual traffic
17.5 miles

- 
via S Buckner Tarsney Rd and NE Colbern Rd/County Hwy 8-S
25 min

16.0 miles

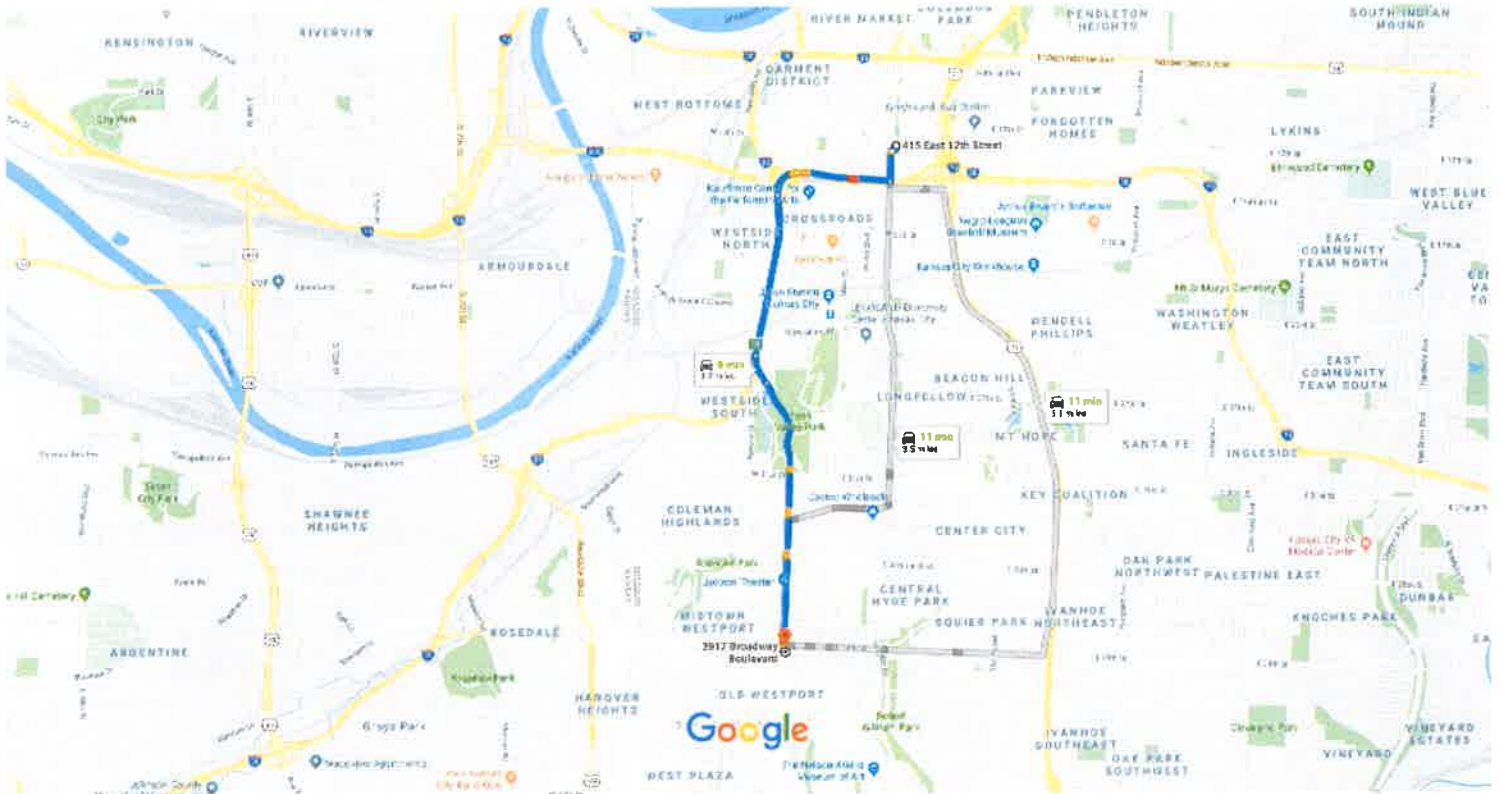
- 
via SW Woods Chapel Rd
25 min

13.0 miles




415 E 12th St, Kansas City, MO 64106 to 3917 Broadway Blvd, Kansas City, MO 64111


Drive 3.7 miles, 9 min




Map data ©2019 Google 2000 ft

- 
via I-35 S and Broadway Blvd
9 min

Fastest route, lighter traffic than usual

3.7 miles
- 
via Gillham Rd
11 min

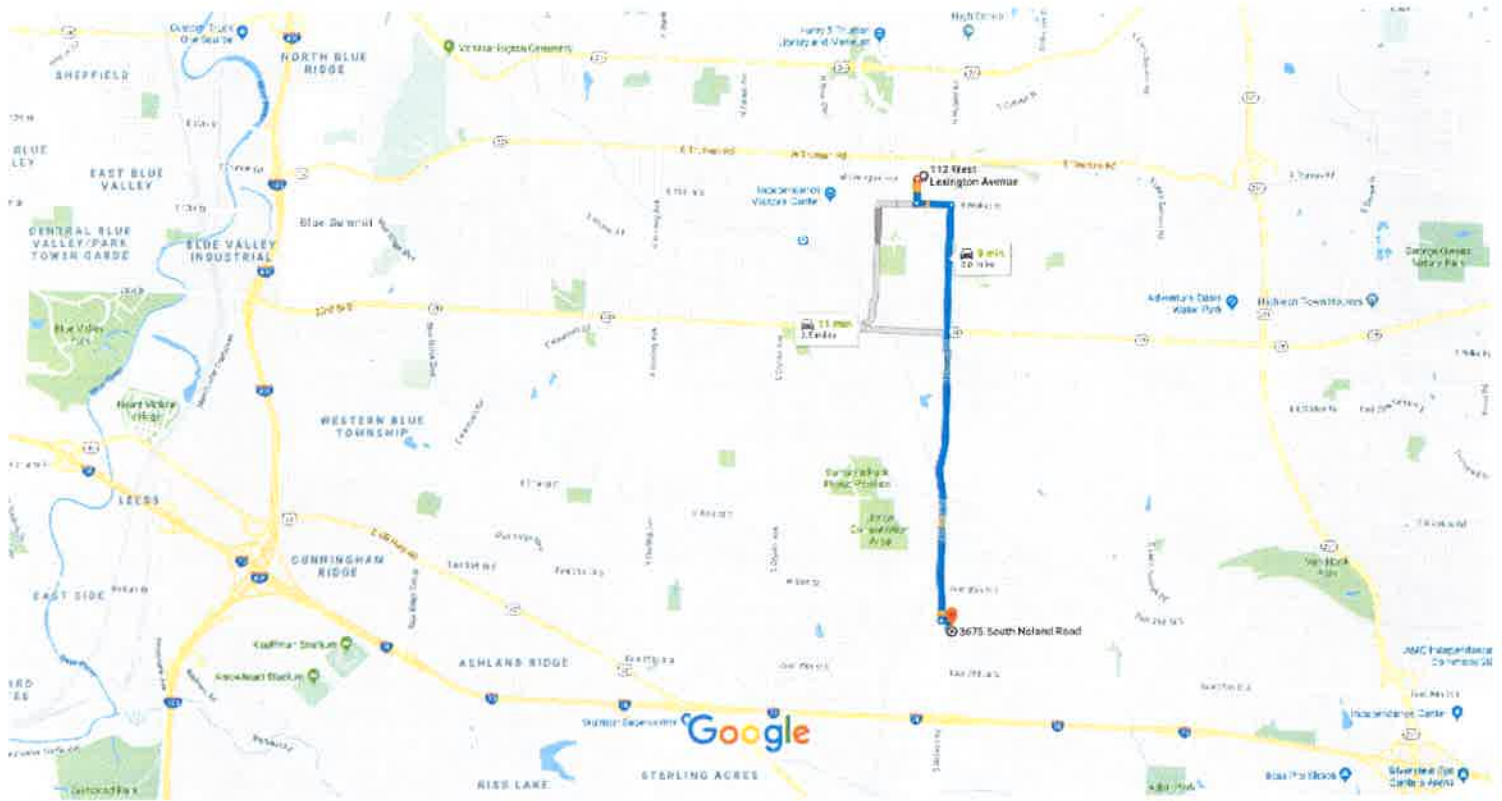
3.5 miles
- 
via US-71 S and E 39th St
11 min

5.1 miles





112 W Lexington Ave to 3675 S Noland Rd, Independence, MO 64055

Drive 3.0 miles, 9 min



Map data ©2019 Google 2000 ft

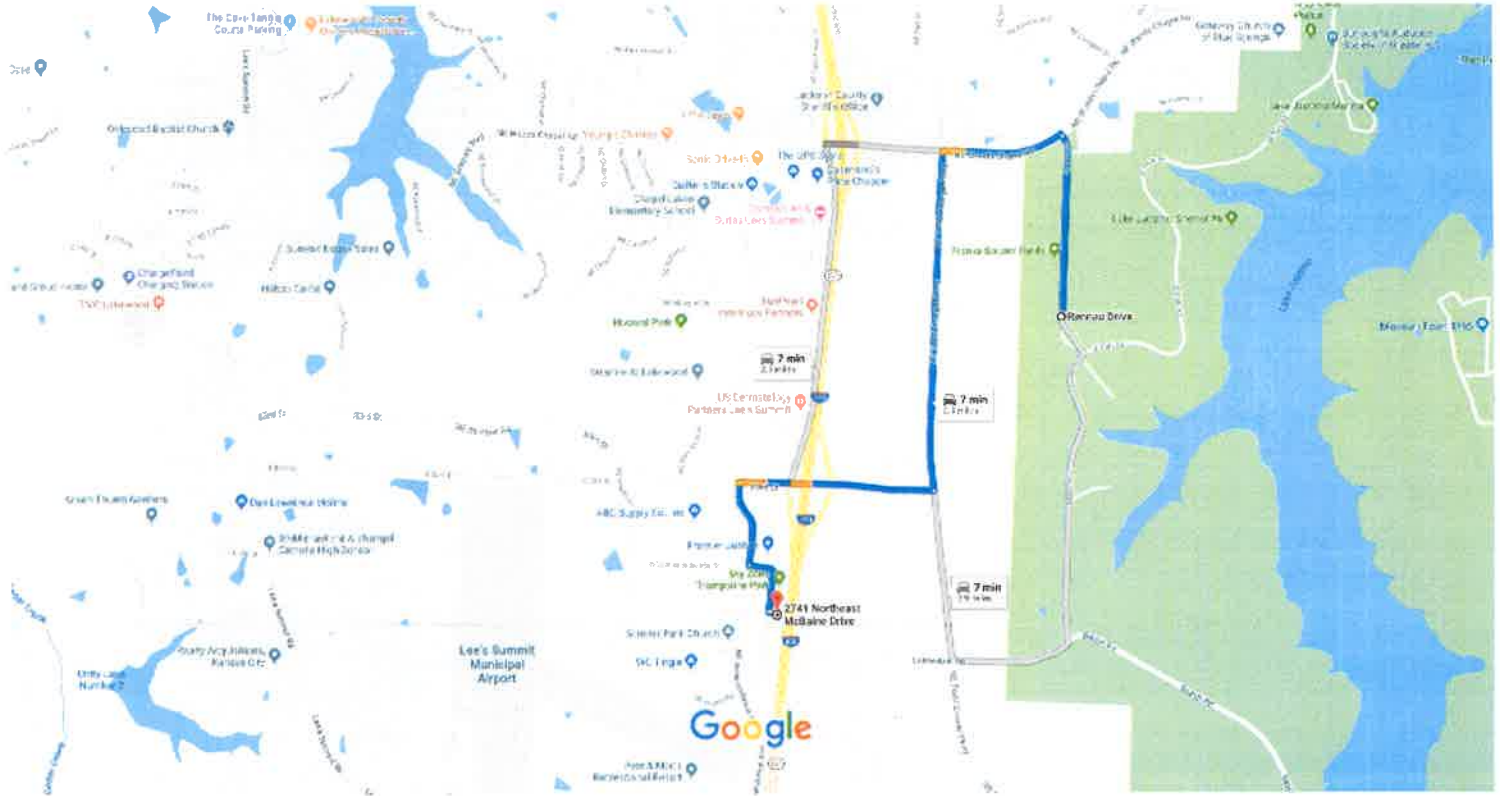
 via S Noland Rd **9 min**
 Fastest route, lighter traffic than usual 3.0 miles

 via S Pleasant St and S Noland Rd **11 min**
 3.5 miles





Rennau Dr, Lee's Summit, MO 64064 to 2741 NE McBaine Dr, Lee's Summit, MO 64064

Drive 2.9 miles, 7 min




Map data ©2019 Google 1000 ft

- 
via NE Todd George Pkwy
7 min
Best route
2.9 miles

- 
via Beach Rd
7 min

2.9 miles

- 
via NE Woods Chapel Rd
7 min

2.9 miles

Addendum C

Policy on Weekends, Holidays and After-Hours Collections

Weekend Policy

Our Overland Park facility is open on Saturday's from 9am-1pm. We also offer mobile drug and alcohol collections 24/7 with an on-call DOT collector/BAT (Breath Alcohol Technician). Our goal is to respond anywhere in the Greater Kansas City area within 60 minutes, however, we will guarantee response within 2 hours. There will be an additional charge for weekend collections starting at 7pm on Friday through 7am on Monday. (See Pricing)

After-Hours Policy

Our normal hours at all locations are 9am-5pm, Monday through Friday. After-hours is considered anything outside of those scheduled hours from Monday morning through the close of business on Friday. There is a charge for after-hours collections (See Pricing)

Holiday Policy

One collector will be on call during the holidays. We guarantee response time within 4 hours on a holiday. At least one DOT Collector/BAT (Breath Alcohol Technician) will be on-call. There is a charge for Holiday collections. (See Pricing)

Addendum D

Test Smartly Labs Toxicology Diagnostic Lab Partners

SAMHSA Certifications & Accreditations

Quest Diagnostics

10101 Renner Blvd

Lenexa, Kansas 66219

(800) 873-8845

SAMHSA Certified

Department of Health and Human Services (HHS) Certified

CLIA Certified

Clinical Reference Laboratories

8433 Quivira Road

Lenexa, Kansas 66215

(800) 445-6917

SAMHSA Certified

Department of Health and Human Services (HHS) Certified

CLIA Certified

Certificate of Accreditation



The Substance Abuse and Mental Health
Services Administration
certifies that

Clinical Reference Lab

Lenexa, KS
NLCP Laboratory Number: 0007

has successfully completed the requirements
of the National Laboratory Certification Program for urine laboratories in accordance
with the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Effective December 21, 1989



Pamela S. Hyde, JD.
Administrator
Substance Abuse and Mental Health Services Administration



Frances M. Harding
Director
Center for Substance Abuse Prevention

Certificate of Accreditation



The Substance Abuse and Mental Health
Services Administration
certifies that

LabOne, Inc. d/b/a Quest Diagnostics

Lenexa, KS

NILCP Laboratory Number: 0325

has successfully completed the requirements
of the National Laboratory Certification Program for urine laboratories in accordance
with the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Effective June 16, 1994

Pamela S. Hyde, J.D.
Administrator
Substance Abuse and Mental Health Services Administration



Francess M. Harding
Director
Center for Substance Abuse Prevention

HIPAA Compliance

Individuals, organizations, and agencies that meet the definition of a covered entity under HIPAA must comply with the Rules' requirements to protect the privacy and security of health information and must provide individuals with certain rights with respect to their health information. If a covered entity engages a business associate to help it carry out its health care activities and functions, the covered entity must have a written business associate contract or other arrangement with the business associate that establishes specifically what the business associate has been engaged to do and requires the business associate to comply with the Rules' requirements to protect the privacy and security of protected health information. In addition to these contractual obligations, business associates are directly liable for compliance with certain provisions of the HIPPA Rules

Test Smartly Labs complies with the necessary requirement if it releases a limited data set or the minimum information necessary to accomplish the purpose. HIPAA is a very important focus with Test Smartly Labs, and we take it very seriously.

Addendum A

MBE/WBE and other Minority Owned Business Contracted with

Compliance Systems LLC (Women Owned Business)

Leslie Prince

510 Plaza Drive, Suite 200

Atlanta, Georgia 30349

Phone: 800-244-9319

Digital Design (Women Owned Business)

Amy Driver

206 SE 2nd Street

Lee's Summit, Missouri 64063

Phone: 816-774-1556

MP Home Repair and Painting (Minority Owned Business)

Marco Perez- Owner

Home Office/ On-site Contractor

Kansas City, Kansas

Phone: 816-606-5775

Bernal Brothers (Minority Owned Business)

Rick Bernal/ Alex Bernal – Owners

2104 NE 64th Street

Gladstone, Missouri

816-830-4106

Test Smartly Labs Pricing for RFP No. 03-19

Description	Units	Cost per Unit
Urine Drug Screen 5-Panel (DOT)	1	\$34.75
Urine Drug Screen 5-Panel (Non-DOT)	1	\$27.75
Urine Drug Screen 11 Panel (Non-DOT)	1	\$29.75
Urine Drug Screen 12 Panel (Non-DOT)	1	\$30.75
Hair Drug Screen 5-Panel	1	\$69.00
Oral Fluid Drug Screen 5-Panel	1	\$39.50
Blood Drug Screen 5-Panel	1	\$189.00
Saliva Drug Screen 5-Panel	1	\$34.75
Breath Alcohol Screen plus Confirmation (DOT)	1	\$18.00
Breath Alcohol Screen plus Confirmation (Non-DOT)	1	\$18.00
MRO Services on Non-DOT	1	\$3.75
Quarterly Administration Costs per Department	1	\$89.00
After-Hours Collection	1	\$75.00
On-site Collection Fee (Waived if more than 10 tests)	1	\$40.00
Holiday Mobile Collections	1	\$200.00
Weekend Mobile/on- site Collections	1	\$125.00
Observed Collection	1	\$10.00

Test Smartly Labs Pricing for RFP No. 03-19

Description	Units	Cost per Unit
Urine Drug Screen 5-Panel (DOT)	1	\$34.75
Urine Drug Screen 5-Panel (Non-DOT)	1	\$27.75
Urine Drug Screen 11 Panel (Non-DOT)	1	\$29.75
Urine Drug Screen 12 Panel (Non-DOT)	1	\$30.75
Hair Drug Screen 5-Panel	1	\$69.00
Oral Fluid Drug Screen 5-Panel	1	\$39.50
Blood Drug Screen 5-Panel	1	\$189.00
Saliva Drug Screen 5-Panel	1	\$34.75
Breath Alcohol Screen plus Confirmation (DOT)	1	\$18.00
Breath Alcohol Screen plus Confirmation (Non-DOT)	1	\$18.00
MRO Services on Non-DOT	1	\$3.75
Quarterly Administration Costs per Department	1	\$89.00
After-Hours Collection	1	\$75.00
On-site Collection Fee (Waived if more than 10 tests)	1	\$40.00
Holiday Mobile Collections	1	\$200.00
Weekend Mobile/on- site Collections	1	\$125.00
Observed Collection	1	\$10.00