

RFA: #3 Drug Testing Specimen Collection



Saint Francis
MINISTRIES

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SECTION I

A. **Introduction**

SFM is dedicated to providing services to children and families involved in the child welfare system in the least intrusive and least restrictive manner possible. Services offered are based on family voice and choice and designed to give children and families the opportunity to safely preserve their family whenever possible, engage with both formal and informal community resources, strengthen parents' protective capacity in order to keep children safe from harm, meet the needs of children and families as identified through the assessment process, be culturally humble, and include parents, siblings, and extended family.

SFM continuum of services includes prevention activities, coordination and services that focus on the safety, health and wellbeing of the child, parental and sibling engagement, family voice and choice in service provision, respite, independent living, adoption, domestic violence, safety, mental health, substance abuse and treatment services, as well as educational initiatives. These services are provided to children and families by Saint Francis personnel or through sub-contracted vendors. Specifically, Saint Francis is seeking providers whom are able and/or willing to provide services through the provision Well-Supported, Supported, and Promising Practice evidence-based models that strengthen families and build protective factors in families, in compliance with the federal Families First Prevention Services Act (FFPSA), part of the Bipartisan Budget Act of 2018 (H.R. 1892). Additionally, the Subrecipients will ensure services are culturally humble, trauma-informed, and engage and support the biological/legal parents in the process of family preservation or reunification.

Saint Francis is issuing this Request for Application (RFA) in order to qualify Providers to deliver **Drug Testing Specimen Collection** throughout the Eastern Service Area. The Service Description detailed in this RFA contains the mandatory minimum requirements Providers must meet in order to provide this service.

The subaward will be for the initial period of July 1, 2021 through February 28, 2023. Saint Francis reserves the right to extend the period of this subaward beyond the termination date when mutually agreeable to the Parties. The resulting subaward may not be an exclusive subaward as Saint Francis reserves the right to subaward for the same or similar services from other sources now or in the future. Under federal law, the resulting contract awarded will also be a "subaward", and the Contractor will also be a "subrecipient".

B. **Evaluation**

Responses will be evaluated based upon the criteria outlined in Section 3 of this document and scored accordingly. Providers' scores must meet the minimum standards set by Saint Francis to be considered for an offer to join the Saint Francis Provider Network.

Contracts may be entered into with those Applicants whose submissions meet the minimum requirements set forth by Saint Francis. Saint Francis reserves the right to contact individual references and to consider other sources of information to determine eligibility.

Saint Francis may reject any or all responses or parts thereof and/or cancel this RFA and re-solicit, if such an action is in Saint Francis' best interest. Saint Francis may waive informalities and minor irregularities on responses received. This RFA does not commit Saint Francis to award any contract or to pay any costs incurred in the preparation of responses.

SECTION II

A. Necessary Documents

Providers who wish to submit a response shall complete all necessary documentation as identified in Section 4 of this RFA.

B. Specifications

The specifications included in this RFA provide adequate information as to whether or not Provider can meet the needs of Saint Francis. Deviations from the specifications may result in lower scores or be grounds for disqualification.

C. Questions

Saint Francis believes this RFA contains sufficient information to respond however will allow Providers to submit questions according to the Procurement Schedule in Section 5.

D. Provider Certification

By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

E. Preparation of the Response

Providers are expected to examine all service requirements, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

F. Response Requirements

Responses should be completed and submitted electronically to ProviderRelationsNEESA@saintfrancisministries.org, hand delivered, or sent via certified mail Addressed to Saint Francis 9218 Bedford Ave Omaha, NE 68134 for Appendix A, Appendix B, and Letters of Recommendation.

Copies of the forms for Appendix A and Appendix B can be found on the Saint Francis Website.

SECTION III
RESPONSE EVALUATION CRITERIA

Responses will be evaluated through in depth analysis and will be based on the following criteria:

- (1) Provider's demonstration of understanding the Service Description requirements.
 - Provider's demonstration of experience, knowledge and education (or a combination thereof) in the following:
 - Family engagement
 - Wraparound principles
 - Trauma informed care
 - Skill training with directed practice
 - Engaging ongoing support in natural communities
 - Community resources and ability to collaborate
 - Child development
 - Skill building
 - Ability to incorporate FFPSA models
- (2) Provider's demonstration of experience with child welfare-involved youth and coaching and skill building in order to effect positive outcomes for youth and families.
- (3) Provider's Letters of Recommendation, reputation, professionalism, and completeness of response to this RFA.

Subcontractors must meet the above requirements to be considered for contract issuance.

SECTION IV

TIMELINE/SUBMITTAL DOCUMENTS

A. Timeline

- 1) Provider Submittal Documents are due no later than 4:00 p.m. Central Standard Time ~~April 23, 2021~~ **May 14, 2021**.
- 2) Responses will be evaluated from ~~April 26, 2021~~ **May 14, 2021** through ~~May 7, 2021~~ **May 21 2021**. During this time, Saint Francis may require Provider to accommodate further discussions with evaluation team. Provider will be notified in writing or by phone if this is requested.
- 3) Discussion may be conducted with Provider(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFA. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Providers. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Saint Francis reserves the right to conduct discussion if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a Provider. Ward may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
- 4) Providers selected to provide **Drug Testing Specimen Collection** will be contacted by end of business on ~~May 1, 2021~~ **May 21, 2021**.
- 5) Providers not selected to provide the services, but that meet the minimum score threshold, are put on the Qualified Provider Listing and will remain on that Listing for the full RFA cycle. Should there be a need for additional Providers to provide **Drug Testing Specimen Collection** a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for that service in ESA.

B. **Submittal Documents**

- a. Appendix A – Submittal Letter and Provider Profile
 - i. Appendix A is required by each provider. Provider will include a list of all services provider is seeking a contract for. This document is only required once per provider regardless of the amount of services the provider is seeking to contract for.
- b. Appendix B – Services Response Form
 - i. Appendix B is required for each individual service provider is seeking a contract for.
- c. Letters of Recommendation
 - i. Each provider requires three letters of recommendation. No specific format is required however the response should support the provider's ability to provide the service(s).

C. **Responses must utilize the printed Submittal Forms (do not submit handwritten forms) located on the Saint Francis website.**

1. Email submittal documents with the following attachments to:
 - a. Electronic submissions must be sent in the pdf. Format.
 - b. The Subject Line in the email for submissions must include the name of the Organization and Procurement April 2021. (e.g. ABC Company – Procurement April 2021.

- c. Submittal documents should be attached to the email and named pursuant to the naming conversations listed below.
 - Appendix A Submittal Letter and Profile: Providername-AppendixA.pdf
 - Appendix B-Service Response Form(s): Providername-AppendixB.pdf
 - 3 References: Providername-References.pdf

Example: When ABC Company responds to this RFA, the Provider shall attach the following submittal documents to the email:

1. ABCCounseling-AppendixA.pdf
 2. ABCCounseling-AppendixB.pdf
 3. ABCCounseling-Recommendations.pdf
- 2. If submitting documents via hand delivery or certified mail, utilize the following instructions:
 - a. Ensure all documents are in the following order
 - i. Appendix A Provider Submittal Letter and Profile
 - ii. Appendix B-Service Response Form(s)
 - iii. Three (3) Professional Letters of Recommendation
 - b. Ensure all documents are submitted at the same time.

SECTION V

Drug Testing Specimen Collection Service Appendix

DEFINITION

A drug test specimen collection is defined as the point of collection during a face-to-face contact with a client by a trained employee. At the point of collection, a single specimen or multiple specimens such as urine, saliva, sweat, breath, hair, and nails are collected and screened using multiple devices if necessary, to detect the presence or absence of alcohol or an illicit substance. Collection of a urine specimen must be conducted through line of sight observation of the client by a trained employee of the same identified gender.

Saint Francis shall obtain lab confirmations directly from a third-party provider as identified by Saint Francis. The Contractor shall use specimen collection supplies provided by a third-party provider as identified by Saint Francis as available. Specimen collection supplies will be provided for urine testing, oral fluid testing, hair testing, nail testing, sweat testing, and breath testing. The Contractor shall prepare and send collected specimens for lab confirmation in accordance with instructions and training provided by a third-party provider and Saint Francis.

All presumptive positive specimens will be sent for lab confirmation. A presumptive positive test is defined as a specimen collection indicating the presence of alcohol or illicit substance.

A laboratory confirmation test is defined as screening the collected specimen by a laboratory to confirm the presence of a specific substance(s) and the concentration of the substance(s) as identified and requested in the Saint Francis Service Referral.

During a specimen collection the Contractor shall take every opportunity to engage the client in conversation about the importance of maintaining abstinence to meet case plan goals and outcomes, and offer the client encouragement, positive reinforcement, and continued support.

An admission is defined as a voluntary self-disclosure by the client that a drug test will reveal his or her use of alcohol or an illicit substance prior to the collection of a specimen. All admissions by a client must be reported to the Saint Francis Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the Saint Francis Service Referral. A drug test shall not be sent for lab confirmation after a client admission unless specifically requested by the Saint Francis Case Manager.

A refusal is defined as the client choosing not to provide a specimen to the Contractor at the designated time. All specimen collection refusals by a client must be reported to the Saint Francis Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the Saint Francis Service Referral.

A no-show is defined as the client not being present to provide a specimen to the Contractor at the designated time. All specimen collection no-shows must be reported to the Saint Francis Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the Saint Francis Service Referral.

The Contractor's Drug Testing Specimen Collection protocol, policy, and rates shall be submitted to the Saint Francis Provider Relations Designee within thirty (30) days of effective date of the agreement to provide drug testing services, and must include, but not be limited to, the following information: (1) the procedures used for each specimen collection, (2) the chain of custody procedures; and, (3) a copy of the forms used for written documentation of specimen collection refusals, specimen collection no-shows, and specimen collection admissions.

TARGET POPULATION

The target population is any adult, state ward, or other child referred by Saint Francis.

LENGTH AND FREQUENCY OF SERVICE

Drug Testing Specimen Collection shall be provided as described in the Saint Francis Service Referral and in accordance with the written Saint Francis Service Authorization.

STAFF CREDENTIALS

- Contractor staff providing Drug Testing Specimen Collection Services shall have a High School Diploma or a GED. The Contractor shall ensure that applicable staff are trained in the use of specimen collection equipment, point-of-collection procedures, packaging for shipment, specimen storage, chain of custody procedures, and online reporting in accordance with and as directed by a third party provider as identified by Saint Francis. For specimen collection and testing, Contractor staff shall have successfully completed training that includes the use of drug testing equipment, point-of-collection drug testing procedures, maintaining chain of custody, and the Contractor's specific drug testing protocols.
- If an employee does not meet the standards outlined above, the Contractor shall notify the Saint Francis Provider Relations Department, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards. This will be reviewed for an Educational Exception which the Contractor will document in their HR file.

ACCEPTING & RESPONDING TO REFERRALS

The Contractor shall be available to accept referrals Monday through Friday 8am to 5pm, except Federally recognized holidays. The Contractor will have initial phone contact with the family/client within 48 hours of referral assignment.

DISCHARGE

If a family or client requires an unsuccessful discharge due to lack of engagement or any other inability of the Contractor to fulfill the service, the referring Case Manager and Utilization Management will be notified prior to discharge.

MINIMUM REPORTING REQUIREMENTS

- The Contractor shall maintain a monthly contact log. The contact log shall include the following information:
 - Name of Contractor Agency
 - Name of Direct staff
 - Family Name
 - Master Case Number
 - Name of person tested
 - Number and dates of successful specimen collections to include:
 - Any presumptive positive results
 - Substances identified as presumptive positive during collection
- Number and dates of specimen collections attempted (indicate type):
 - No shows
 - Refusals
 - Admissions

- The outcome of each contact and efforts to engage the client, including a description of the conversation.
- Indication of engagement with the client which may include:
 - The importance of maintaining abstinence to meet case plan goals and outcomes
 - Client encouragement
 - Positive reinforcement
 - Continued support
 - Each instance that the family is not present at a scheduled appointment or cancels an appointment for Drug Testing Specimen Collection service
- The Contractor shall notify the Saint Francis Case Manager by the end of the next business day by either phone, email, or text message every time:
 - Contractor travels to meet the family, and the family is not present for the appointment at the scheduled designated time and location (or the appointment is cancelled while en-route to the location)
 - Client refuses test
 - Client admits to substance use
 - A presumptive positive result is obtained
- The Contractor shall enter lab result data through the reporting system identified by Saint Francis.

PERFORMANCE OUTCOME MEASURES

Contractors are responsible for reporting outcome data to Saint Francis Ministries via the current identified process by the 10th calendar day of the following month.

- Contractor will successfully obtain a specimen for 75% of scheduled appointments.

ESTABLISHED RATE

1. Saint Francis shall pay the Contractor based on the established rate schedule defined below:

Sweat Patch application- \$61.20
 Sweat Patch removal and Lab - \$102
 Urine Analysis collection- \$40.80
 Hair Follicle testing- \$129.00
 Breathalyzer testing- \$40.80
 Oral Fluid testing- \$40.80

2. Upon request, the Contractor shall provide evidence of the actual costs for specimen collection while traveling to and from the point of collection; and for site-based specimen collection that support the rates established by the Contractor, and the Contractor shall not bill in excess of their established rates listed in their drug testing specimen collection protocol and policy. Contractor will notify Saint Francis if there is a change in actual costs incurred to prompt established rates to be evaluated.
3. All other related service costs are included in the established rate. No additional costs will be paid by Saint Francis.