



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2728



GUILLERMO VIERA ROSA
Chief Probation Officer

December 23, 2024

ADDENDUM TO REQUEST FOR PROPOSALS (RFP) #6402406 TO PROVIDE OBSERVED BIOLOGICAL SPECIMEN COLLECTION FOR DRUG TESTING AND LABORATORY CONFIRMATION REPORTING SERVICES

This Addendum Number One is made to the Request for Proposals for Observed Biological Specimen Collection for Drug Testing and Laboratory Confirmation Reporting Services (RFP #6402406), which was released on December 2, 2024. The Addendum contains responses to written questions that were submitted prior to the December 13, 2024, 12:00 p.m. PT deadline. This Addendum is posted on the following websites:

Los Angeles County "Doing Business with Us":
<https://camisvr.co.la.ca.us/LACoBids/BidLookUp/OpenBidList>

Los Angeles County Probation:
<https://probation.lacounty.gov/current-solicitations/>

Proposals are due on Thursday, January 23, 2025, 12:00 p.m., Pacific Time. No late proposals will be accepted. We look forward to receiving your proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tasha Howard".

Tasha Howard, Division Manager
Contracts & Grants Management Division

**OBSERVED BIOLOGICAL COLLECTION FOR DRUG TESTING AND LABORATORY
CONFIRMATION REPORTING SERVICES**

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QUESTIONS AND ANSWERS

1.	Question	Could you please provide the Departments that will be included on the evaluation team?
	Answer	Evaluators from the Los Angeles County Probation Department
2.	Question	How is the testing program funded for each department? If applicable, please estimate what percentage of funding comes from each funding source (eg: County Funded, State/County/Local grants or funding, or Probationer/participant/defendant pay).
	Answer	County General Fund
3.	Question	Who currently provides urine collections and/or urine laboratory testing?
	Answer	Phamatech Laboratories & Diagnostics
4.	Question	Who currently provides Instant Oral Fluid Devices and Collection Kits?
	Answer	Phamatech Laboratories & Diagnostics
5.	Question	What drugs are currently included and/or required on the instant oral fluid test panel?
	Answer	Please refer to Technical Exhibit 5 (Routine Panel and Special Tests) of Appendix B (Statement of Work Technical Exhibits).
6.	Question	What are the required cutoff levels for oral fluid testing?
	Answer	Please refer to Technical Exhibit 5 (Routine Panel and Special Tests) of Appendix B (Statement of Work Technical Exhibits).
7.	Question	Would you accept CAP-FDT and DHHS CLIA license in lieu of SAMHSA federal workplace testing accreditation and collection standards? Accreditation from the College of American Pathology for Forensic Drug Testing and CLIA (DHHS) certification are the industry standard for criminal justice drug/alcohol testing, while SAMHSA was developed specifically for federal workplace testing. SAMHSA only covers five drug classes and does not match the cutoffs required in the solicitation. Further, SAMHSA does not regulate more currently abused drugs, such as Fentanyl, Gabapentin, ETG, Kratom, Synthetic Drugs, and others.
	Answer	No. Proposer must be SAMHSA licensed. In addition to SAMHSA, Proposer can be CAP-FDT and DHHS CLIA licensed.
8.	Question	What is the historical positive rate for the departments for Urine and oral fluid specimens?
	Answer	Approx. 25%to 30%

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9.	Question	Appendix A, section 2.2.4.5 System Interface and Data Exchange "The solicitation refers to Probation Case Management System (PCMS) and Adult Probation System (APS). Are these LA County created and maintained case management systems? If not, who provides the case management system for LA County?"
	Answer	These systems are owned and maintained by LA County Probation.
10.	Question	RFP Section 3.1.5 "The Proposer must have an administrative business office located within or adjacent to the County of Los Angeles. Could you please confirm the proposer shall have an administrative business office in LA County, Kern County, San Bernardino County, Orange County, or Ventura County?
	Answer	Yes
11.	Question	Is the department open to testing for EtG/EtS only and removing ethanol from the drug panel requirements due to its significantly shorter detection window?
	Answer	No. Alcohol testing is required on a specified basis.
12.	Question	Industry standards allow for LC/MS-MS or GC/MS-MS confirmations. Is the County willing to broaden the confirmation methods to include LC/MS or GC/MS to match industry standards?
	Answer	Please refer to Technical Exhibit 5 (Routine Panel and Special Tests) of Appendix B (Statement of Work Technical Exhibits).
13.	Question	Could you please provide the number of tests per year broken down by each office and then indicate what percentage will be vendor-collected versus county-staff conducted tests at the 24 vendor staffed locations.
	Answer	Probation does not capture test per year data as indicated.
14.	Question	Could you please provide an estimated monthly number of vendor-conducted urine collections for each of the 24 locations?
	Answer	Probation does not currently have a contract for vendor conducted urine collections.

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15.	Question	Could you please elaborate on how vendor collections are conducted when the office is closed from 5pm-7pm? Are collections required at each location until 7pm or are the collection hours per location varied?
	Answer	Collection hours will vary, based on office operating hours. Some offices are located in county courthouses, which impacts when the offices are open. Some offices have monthly extended hours to 7 PM and weekend operations.
16.	Question	Would the County be open to have locations staffed on a limited number of days for the lower volume locations, for example, only staff on Tuesdays and Thursdays?
	Answer	Yes
17.	Question	On average, how many total urine specimens are being sent to the laboratory on a monthly basis?
	Answer	Approx. 100
18.	Question	On average, how many total instant oral fluid devices are used on a monthly basis?
	Answer	Approx. 500
19.	Question	Could you confirm there will be 24 total locations from which specimens will require shipments to the laboratory?
	Answer	Please refer to Technical Exhibit 4 and Technical Exhibit 4a. Locations may be added or deleted depending on County need.
20.	Question	Scope Section 2.1.1.1 The solicitation requires the vendor to conduct observed specimen collections following Federal Drug Testing Guidelines. However, Federal Drug Testing Guidelines are unobserved. Is LA County open to following collection procedures in excess of NIDA/SAMHSA standards?
	Answer	Probation may elect to accept collection procedures in excess of NIDA/SAMHSA standards depending on need.

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21.	Question	<p>Scope Section 2.1.3.2 "The Contractor shall comply with the most current Substance Abuse and Mental Health Services Administration (SAMHSA) recommended cutoff levels for drug testing.</p> <p>LA County requires SAMHSA approved cutoff levels. However, in Appendix B, Technical Exhibit 5 does not match SAMHSA cut offs. Would LA County consider changing 2.1.3.2 to indicate the cutoffs in Technical Exhibit 5 rather than the SAMHSA cutoffs?</p>
	Answer	<p>Please refer to Technical Exhibit 5 (Routine Panel and Special Tests) of Appendix B (Statement of Work Technical Exhibits).</p>
22	Question	<p>Scope Section 2.4.1 The Contractor shall save and store all specimens analyzed at the Contractor's laboratory for two (2) weeks from the date of analysis. After the 2-week time period all negative tests will be stored for 7 days and all test specimens with positive results shall be saved and stored for two hundred and seventy (270) days from the date of the test, pending a possible challenge of the result.</p> <p>Is LA County open to removing the two-week waiting period for storage from the date of analysis? Industry standard suggests negative samples only need to be stored for 7 days total.</p>
	Answer	<p>County will adhere to SAMHSA standards for storing samples.</p>
23	Question	<p>Scope 2.5.1 In addition, the Contractor agrees that employee security identification badges, bearing a photograph and physical description of the Contractor's and/or subcontractor's employee(s), must be provided by the Contractor at its expense and displayed on the employee's person when at all Probation locations.</p> <p>Is it possible for LA County to provide Vendor-Specific Photo ID badges at the vendor's expense? This is a common practice with Court programs nationwide.</p>
	Answer	<p>Proposer shall comply with Section 2.5.1 as stipulated.</p>

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24.	Question	<p>RFP 7.9.9.3 Indicate all exceptions to the Sample Contract and/or the Statement of Work by providing a 'red-lined' version of the language in question.</p> <p>Will LA County provide an updated RFP document following the question/answer session to reflect any changes? Should vendors expect the contract to be negotiated following the contract award?</p>
	Answer	<ul style="list-style-type: none"> • If there are changes to the RFP document, Probation will prepare an Addendum and uploaded to Probation's and Internal Services Department Websites. • Negotiations will be conducted with the vendor that is selected for Contract award.
25.	Question	Who is the incumbent, current provider of the services?
	Answer	Phamatech Laboratories & Diagnostics
26.	Question	Are there any services that the incumbent is not meeting?
	Answer	No
27.	Question	What is the County currently paying for the services?
	Answer	Approximately \$300,000 annually
28.	Question	Would the County provide a copy of their current contract?
	Answer	You may submit these requests to the Contract Analyst, Oscar Rivas, please refer to RFP, page 28 for his contact information.
29.	Question	What is the County's anticipated start date for this contract?
	Answer	There is no specific date at this time.
30.	Question	What instant devices are currently being used? Distributor?
	Answer	Oral collection for confirmation, urine collection for confirmation, instant oral collection, and instant urine collection.
31.	Question	What is the estimated annual specimen volume?
	Answer	Approx. 84000
32.	Question	Out of the estimated annual specimen volume, how many are urine and how many are oral fluid?
	Answer	75% oral and 25% urine

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33.	Question	What is the average positivity rate of the specimens?
	Answer	40%
34.	Question	What is the average number of analytes confirmed per specimen?
	Answer	2
35.	Question	Is the County expecting the initial screening tests to be done via onsite instant tests or via laboratory screening tests?
	Answer	Onsite observed collection for laboratory confirmation
36.	Question	Will the County accept telephonic testimony for expert witnesses?
	Answer	Must be in person or as directed by the court.
37.	Question	Approximately how many instances of testimony have been required in the past year?
	Answer	Approx. 5
38.	Question	Will any other county agencies be utilizing this contract?
	Answer	No
39.	Question	Will the County provide an opportunity for proposers to submit additional clarification questions after the County has responded to proposer's initial questions, in case proposer's require clarification of the County's responses?
	Answer	No more questions will be accepted after the Virtual Proposers' Conference

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40.	Question	<p>Regarding the following on Page 4, under Section 3 Proposer's Minimum Mandatory Qualifications:</p> <p>3.1.5 The proposer must have an administrative business office located within or adjacent to the County of Los Angeles.</p> <p>a) Can you please define/clarify what you consider an administrative business office?"</p> <p>b) Can you please define/clarify what you consider an "adjacent" location to the County of Los Angeles (i.e. certain amount of miles)?</p> <p>c) Will the County accept the use of a contractor offsite testing location to also serve as an administrative business office?</p> <p>d) Can we utilize a County staffed testing location as an administrative business office?</p> <p>e) We are concerned that this minimum requirement would unfairly disadvantage us. Would the County consider this requirement as optional?</p>
	Answer	<p>a. An office where administrative functions are performed.</p> <p>b. Counties that physically border the County of Los Angeles such as Kern, San Bernardino, Orange and Ventura are considered adjacent Counties to Los Angeles</p> <p>c. Yes, as long as there are some administrative functions performed at that site.</p> <p>d. No</p> <p>e. No</p>
41.	Question	<p>Regarding the following on Page 13, under Section 2.2.4.1.2 Provide Ongoing Project Management:</p> <p>2.2.4.1.2.1 Spend an agreed upon amount of time on location to effectively implement each phase of the project. What location is being referenced here?</p>
	Answer	<p>Probation Headquarters- 9150 East Imperial Hwy, Downey CA 90242</p>

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42.	Question	<p>Regarding the following on Page 35, under Section 2.3 Ongoing Reporting Procedures and Standards:</p> <p>2.3.4 Confirmed test results for all specimens shall be available to the County in the DTIMS within one (1) business day of pick up by Contractor or Contractor testing, as applicable, excluding Saturdays, Sundays and holidays.</p> <p>If the specimens must be shipped to an out of state lab, results are not able to be available in 1 business day especially for confirmation tests that generally take additional time after the screening tests are completed. Please confirm that all turnaround time reporting requirements referenced in the RFP are requiring reporting within 1 business day of contractor testing, not 1 business day after pickup of the sample.</p>
	Answer	<p>Confirmed test results for all specimens shall be available to the County in the DTIMS within one (1) business day of pick up by Contractor or Contractor testing, as applicable, excluding Saturdays, Sundays and holidays.</p>
43.	Question	<p>Regarding the following on Page 36, under Section 2.6 Retests of Specimens on Request:</p> <p>2.6 The Contractor shall retest specimens when requested by Probation when there is reasonable doubt of the reliability of the original result. The retesting shall be at the expense of the Contractor if the second result fails to confirm the presence of a drug originally reported to be present in the specimen.</p> <p>How often has this retesting been requested historically?</p>
	Answer	<p>Approx. 2 times</p>
44.	Question	<p>Have liquidated damages been assessed against the current Contractor? If so, how often? What were the penalties for?</p>
	Answer	<p>No</p>
45.	Question	<p>Please confirm that the awarded Contractor will have the opportunity to negotiate final contract wording since the contract provided in the RFP is a "sample".</p>
	Answer	<p>Yes</p>

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46.	Question	<p>Regarding the Required Form on Page 9, Exhibit 4 Prospective Contractor List of Terminated Contracts:</p> <p>Exhibit 4 List of all contracts that have been terminated within the past three (3) years For this list, is the County looking for contracts terminated before the end of the contract term? Or contracts that expired and were awarded elsewhere through an RFP process? Or contracts that were not extended via available amendments?</p>
	Answer	<p>All of the above as long as the reason for termination is listed.</p>
47.	Question	<p>Regarding the following on Page 40, under 6.2 Furnished Items:</p> <p>Other than designated space in Contractor-Observed sites, County shall provide Contractor with no real property, furniture, furnishings, supplies, and/or equipment necessary to perform the services required by the Statement of Work.</p> <p>Will the County be supplying internet service? How many bathrooms are available for use on site at each location?</p>
	Answer	<p>Probation requires contractors to provide their own wi-fi services. The number of restrooms vary per location but no less than one.</p>
49.	Question	<p>The Contractor shall provide Observed Biological Specimen Collection for Drug Testing and Laboratory Confirmation services Monday through Friday, excluding County Holidays, from 8:00 a.m. to 7:00 p.m. and Saturdays as approved by the County from 9:00 a.m. to 1:00 p.m.</p> <p>a) How many and how often will the Contractor Observed Testing Locations require Contractor staffing for extended hours until 7:00 p.m.?</p> <p>b) How many and how often will the Contractor Observed Testing Locations require Contractor staffing on Saturdays?</p>
	Answer	<p>a. Estimated at 1 time per month and will be notified in advance.</p> <p>b. Rare but will be notified as needed.</p>
50.	Question	<p>Does the County consider any of the Contractor Observed Testing Locations a priority location (for example, locations that historically do the most testing) that would potentially require staffing primarily over other locations if necessary? If so, please list which ones.</p>
	Answer	<p>All locations are similar in priority</p>

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51.	Question	What is the required turnaround time (TAT) for both positive and negative specimens?
	Answer	24 hours
52.	Question	What is the monthly volume of instant oral fluid devices required by the county?
	Answer	Approx 2500
53.	Question	How many oral fluid confirmations does the current laboratory perform each month?
	Answer	Approximately 1500
54.	Question	Does the county accept LCMS/MS confirmation instead of GCMS confirmation for oral fluid confirmation?
	Answer	County may request both as needed and as applicable.
55.	Question	Is there any specimen validity testing on the panel?
	Answer	Yes on all oral and urine collections and confirmations.
56.	Question	Is any testimony needed for this program?
	Answer	Yes, Expert testimony as requested
57.	Question	Does the county have a preferred cloud hosting service provider, such as Microsoft Azure?
	Answer	Yes, our preferred cloud hosting service is Microsoft Azure, Government Cloud.
58.	Question	How frequently are self-audits required (i.e. security audit\penetration testing), and when should the first self-audit be conducted after DTIM is in production?
	Answer	The first audit is required before go-live. Future audits are voluntary.
59.	Question	Does the county have a list of approved independent auditors for this project?
	Answer	Security audits are conducted by ISD.
60..	Question	Is Microsoft Project mandatory for reporting project status, timelines, and deliverables, or can equivalent software be utilized?
	Answer	Equivalent software is acceptable.

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61.	Question	Will the DTIM system need to be accessible and compatible for mobile devices?
	Answer	Yes
62.	Question	What is the expected timeframe for the DTIM system to be available for testing following the effective date of the contract?
	Answer	As soon as possible after the effective date of the contract.
63.	Question	Is multi-factor authentication required for accessing the DTIM system? If so, which authenticator app is preferred and approved by the county?
	Answer	Yes, Microsoft authenticator is required as part of the Azure Active Directory integration (See Appendix A, SOW section 2.2.4.6).
64.	Question	Will the county require a VPN tunnel for connecting the DTIM system to the Probation Case Management System (PCMS) and the Adult Probation System (APS)?
	Answer	A VPN tunnel is not specifically required. The interface does need to be secure, and the specific method for securing the interface will be determined during vendor negotiations.
65.	Question	Does the county require a ticketing system for service desk requests, or will email and a phone hotline suffice for providing support?
	Answer	No, a ticketing system isn't specifically required. We do require a reliable method of submitting issues.
66.	Question	Per Appendix A Statement of work section 2.1.3.7, ""Chain of custody information shall be reported by Contractor in its DTIMS within the timeframes required by this SOW. Need additional clarification on this statement. Does the county expect an ECCF system to record the chain of custody?
	Answer	Yes
67.	Question	Would the County consider a very short period following your release of responses to these questions for Contractors to ask one final round of questions or to make a Request for Solicitation Requirements Review after this new information is released?
	Answer	No
68.	Question	Regarding References (section 7.9.6.2, RFP pages 31-32), please verify that the County will agree to keep the list of contracts confidential and exempt from public record requests if marked as such by the Contractor.
	Answer	Yes, as long as a Proposer labels them as confidential.

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69.	Question	On the Pricing Sheet Exhibit 11 (page 16 of Appendix D): Does the County want the cost of confirmations built into the price of the "Routine Panel," making it a "bundled" price for collection, screen, and confirmations?
	Answer	Yes.
70.	Question	Regarding Required Form Exhibit 3 Prospective Contractor List of Contracts (page 8 of Appendix D): a. Our company has hundreds of active contracts. Would the County accept a sampling of contracts up to a certain number instead of a complete list? b. Would the County allow for a spreadsheet instead of the provided form to aid in easier pulling and formatting of this information?
	Answer	a. Yes b. No, Completion of the Exhibit 3 is required
71.	Question	Regarding section 5.27.1 Community Business Enterprise Participation on page 21 of the RFP, we see the County has a 25% annual goal, but not a downstream requirement for proposers directly in this RFP. Please verify that there is not a minimum CBE percent requirement for proposers to include in their response to be considered eligible.
	Answer	The 25% annual goal was established and pertains to the County
72.	Question	Regarding section 5.27.2 Community Business Enterprise Participation on page 21 of the RFP, do proposers need to provide good faith effort documentation as part of the RFP response? Or only upon request?
	Answer	Only upon request as indicated in page 21, Section 5.27.1 of the RFP