



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

**REQUEST FOR INFORMATION
FOR
OBSERVED NARCOTIC TESTING AND
LABORATORY CONFIRMATION REPORTING**

NOVEMBER 2, 2018

**Prepared By
County of Los Angeles**

RFI # 6401801

**REQUEST FOR INFORMATION (RFI)
OBSERVED NARCOTIC TESTING AND
LABORATORY CONFIRMATION REPORTING**

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1.0 PURPOSE

The County of Los Angeles Probation Department (PROBATION) is issuing this Request for Information (RFI) to obtain information from qualified vendors regarding current processes, procedures, and technologies in performing observed narcotic testing and laboratory confirmation reporting. The services shall be provided at designated PROBATION locations throughout the County of Los Angeles (COUNTY).

This RFI is issued solely for information and planning purposes. It does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future. However, the COUNTY reserves the right to use the information gathered in response to the RFI to develop future solicitations. This RFI does not commit the COUNTY to contract for any services whatsoever. The COUNTY shall not be liable in any way or have any responsibility for any costs incurred in connection with the preparation, submittal, or presentation of any information, in response to this RFI.

The COUNTY reserves the right, at its sole discretion, to invite any responding vendors (RESPONDENTS) to this RFI to provide a non-competitive presentation. The presentation is intended for information gathering purposes only as part of this RFI process. In addition, there may be a functionality demonstration and testing component administered through a separate process. Respondents may be asked to supply a rendering or flowchart of their process so that the COUNTY can assess such things as ease of integration to current process and other factors to be considered in assessing the advantages of the process and procedure. The COUNTY may also require access to the software to assess such factors as user friendliness, availability of standard management reports, special enhancements such as one way integration to current application systems and any other desirable functionality.

2.0 BACKGROUND

PROBATION currently contracts with a vendor to provide narcotic testing supplies (e.g., collection cups, chain of custody forms, bio-bags, collection bin and courier to collect specimens and transport collected specimens to lab for confirmation reporting) and confirmation reporting services (via web portal). The intent of narcotic testing is to reduce the use of illicit substances among probationers and enhance public safety. Offenders under PROBATION supervision, with orders by the court to “submit to narcotic testing” (Participant) are randomly contacted via telephone answering message to report and provide “urine specimen”. PROBATION collection procedures and drug testing panels follow instructions set forth by the Substance Abuse and Mental Health Services Administration (SAMHSA), The Department of Health and Human Services (HHS) Mandatory Guidelines for Federal Workplace Drug Testing Programs (SAMHSA-2015-2) and the Department of Transportation’s (DOT) rule, 49 CFR Part 40 (June 2018). PROBATION population currently includes approximately 4500 Adult Participants and approximately 1500 Juvenile Participants (under the supervision of Juvenile Delinquency court) with court orders to submit to narcotic testing.

Vendor confirms specimens using gas chromatography/mass spectrometry (GC/MS) confirming the presence of a nine (9) drug panel (THC, Cocaine, Methamphetamines, amphetamines, benzodiazepines, PCP, Opiates, methadone and morphine). On occasions, special confirmation test are requested. Special confirmation test may call for steroids, bath salts, spice, alcohol, LSD and/or any new synthetic drugs or synthetic analogues of schedule I drugs prohibited by the Drug Enforcement Agency (DEA) to be tested. A subsequent pricing schedule is used for special confirmation test.

3.0 RFI FORMAT AND INSTRUCTIONS

3.1 Response Format

In order to facilitate the analysis of responses to this RFI, respondents shall prepare submissions in accordance with the instructions outlined below. Submissions shall provide a straightforward and concise description of the respondent's ability to submit information to perform Observed Narcotic Testing and Laboratory Confirmation Reporting at PROBATION offices as set forth in Technical Exhibit 1 and provide web portal confirmation reporting (one way interface with existing PROBATION system).

The content and sequence of information must be as follows:

A. Cover Page

B. Narrative

- 1. Organizational Experience and Capability**
- 2. Services and Capacity**
- 3. Other Features**
- 4. Pricing**

3.2 Format Specifications

3.2.1 Cover Page

The Cover Page must be on company letterhead, be brief and concise, and include the following:

1. Title must be "Response to County of Los Angeles Probation Department RFI "6401801";
2. Contact name, title, business and mailing addresses, telephone number, and email address;
3. Summary of firm's responses to RFI; and
4. Original signature of the authorized Officer of firm.

3.2.2 Narrative

1. Organizational Experience and Capability

This must be a brief, non-technical executive overview of the company. At a minimum, it shall provide an overview of the company and the company's experience as a recognized major provider in developing and implementing an Observed Narcotic Testing and Laboratory Confirmation Reporting.

The section shall also include a description of size of the company's operations, locations served and ability to handle the COUNTY's workload.

2. Services and Capacity

This section should contain narrative responses describing the following:

1. Capability to provide Observed Narcotic Testing and Confirmation Reporting for a population of 5000 to 7000 participants on a monthly basis.
2. Description of collection procedures within PROBATION offices as listed in Technical Exhibit 1, including;
 - a. Number of personnel needed in each PROBATION office to provide collection services.
 - b. Equipment needed at each PROBATION office to provide collection services. (equipment includes; supplies, tables chairs, restroom facilities, computer access).
3. Capability of providing mobile testing units that can travel to and from designated locations on an as needed basis to allow for day and night testing and on weekends and holidays.
4. Use of technology procedures for testing, confirming of urine and oral fluid collection.
5. Use of collection for procedures for urine and oral collection of participants with physical disability and gender identity needs.
6. Capabilities of urine collection and oral fluid collection systems.

7. Use of Standard Panel of drugs as stipulated confirmed must include at a minimum: THC, Methamphetamines, amphetamines, opioids, benzodiazepines, cocaine, and PCP.
8. Use of Special panel of drug confirmations that includes; Synthetic marijuana, bath salts, steroids, and any new type of synthetic drugs.
9. Description of web based portal system to:

Create a method of randomized reporting in which the participants receives notification to report for testing including an alert system to notify PROBATION of the following:
 - a. Reporting real time successful (yes/no)
 - b. Report on “any problems” which may occur
 - c. Sample collection successful (yes/no)
 - d. Positive result
 - e. Insufficient Sample
 - f. Notification process to PROBATION for participants with no shows.
10. Information related factors concerning gender identity and narcotic testing procedures.
11. Capability to update system software that allows for the creation of multiple custom narcotic testing panels (e.g., synthetic cannabinoids, bath salts, steroids).
12. Information on system capabilities for showing results of participant drug use including frequency, drug of choice and any correlation, and any other enhancements that assist the user in identifying patterns of substance use.
13. Information on the availability of management reports (e.g., participant by caseload, alerts by type, alerts by case, clearance of alerts, etc.). Vendor’s capability to create custom reports as needed.

14. Supply PROBATION with narcotic testing sample collection supplies to administer test at PROBATION locations where vendor may not be admitted, such as a Residential Treatment Facility or Juvenile Hall.

3. Other Features

Describe and discuss any other features, services, options or considerations you believe would be beneficial in enhancing the COUNTY's observed urine/oral fluid specimen collection services and confirmation reporting at PROBATION offices as set forth in Technical Exhibit 1.

4. Pricing

Describe and estimate your company's pricing for Observed Narcotic Testing and Laboratory Confirmation Reporting based on information provided and RESPONDENT's experience in providing similar services to large organizations.

3.3 RFI Questions

Respondent(s) may submit written questions regarding this RFI by e-mail, only to the Contract Analyst identified below. All written questions must be received by **12:00 P.M. PT, Friday, November 16, 2018**. All questions, without identifying the submitting company will be compiled with the appropriate answers. Questions should be e-mailed to Contract Analyst, Oscar Rivas at email: Oscar.Rivas@probation.lacounty.gov.

3.4 Submission Requirements

Responses to this RFI may be delivered in person, sent via United States Postal Service or commercial express carriers. Responses to this RFI are due on or before **12:00 P.M. PT, Thursday, December 6, 2018**.

Respondent(s) shall submit their response to RFI in a sealed package. The original, and six (6) copies shall be submitted. The sealed package should be plainly marked in the upper left-hand corner with name and address of the Respondent and bear the words:

RFI for Observed Narcotic Testing and Laboratory Confirmation Reporting.

RFI No. 6401801

This shall include responses in accordance with Format Specifications stated in Paragraph 3.2. The response(s) shall be delivered or mailed to:

**County of Los Angeles Probation Department
Contracts and Grants Management Division
9150 East Imperial Highway, Downey, CA 90242, Room D-29
Attention: Oscar Rivas, Contract Analyst**

3.5 County Responsibility

This is a request for information only. It is issued solely for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue a RFP in the future. This RFI does not commit the COUNTY to contract for any services whatsoever. The COUNTY will not pay for any information or administrative costs incurred in the response to this RFI.

3.6 Notice to Respondents Regarding the Public Records Act

Responses to this RFI shall become the exclusive property of the COUNTY. Responses to the RFI become a matter of public record, with the exception of those parts of each proposal which are justifiably defined as business or trade secrets, and, if by the proposer, plainly marked as "Trade Secrets", "Confidential", or "Proprietary" in nature.

The COUNTY shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the making of each page of the response to the RFI as confidential shall not be deemed sufficient notice of exception. The Respondent must specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary" in nature.

PROBATION OFFICES

<p>Antelope Valley Regional 43423 Division Street Lancaster, CA 93534</p>	<p>Pomona Valley 1660 W. Mission Bl. Pomona, CA 91766</p>
<p>Antelope Valley 43917 Division Street Lancaster, CA 93535</p>	<p>Rio Hondo 8240 S. Broadway Ave. Whittier, CA 90606</p>
<p>Centinela 1330 W. Imperial Hwy Los Angeles, CA 90044</p>	<p>San Fernando Valley 13557 Van Nuys Blvd. Pacoima, CA 91331</p>
<p>Day Reporting Center 5811 S. San Pedro St. Los Angeles, CA 90011</p>	<p>Santa Monica 1725 Main St. Santa Monica, CA 90401</p>
<p>East Los Angeles 4849 Civic Center Way Los Angeles, CA 90022</p>	<p>South Bay 1299 E. Artesia Blvd., Suite 120 Carson, CA 90748</p>
<p>East San Fernando Valley 14414 Delano St. Van Nuys, CA 91401</p>	<p>South Central 200 W. Compton Blvd., Suite 300 Compton, CA 90220</p>
<p>Firestone 8526 S. Grape St. Los Angeles, CA 90001</p>	<p>South Los Angeles 236 E. 58th Street Los Angeles, CA 90011</p>
<p>Foothill 300 E. Walnut St., Room 200 Pasadena, CA 91101</p>	<p>Van Nuys 7555 Van Nuys Blvd., 4th floor Van Nuys, CA 91405</p>
<p>Harbor 3221 Torrance Bl. Torrance, CA 90503</p>	<p>West Los Angeles 11151 Missouri Ave. Los Angeles, CA 90025</p>
<p>Long Beach George Deukmejian Courthouse. 275 Magnolia Avenue, Suite 1985 Long Beach, CA 90802</p>	