



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN**  
**304-558-2402**

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

SHIP TO

EMSI  
 529 6<sup>th</sup> Ave  
 Huntington, WV  
 25701

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/28/2007				
BID OPENING DATE: 12/19/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		680-24		
<p><b>DRUG AND ALCOHOL TESTING SERVICES</b></p> <p><b>OPEN END CONTRACT</b></p> <p><b>TO PROVIDE DRUG AND ALCOHOL TESTING SERVICES FOR EMPLOYEES PER THE ATTACHED SPECIFICATIONS.</b></p> <p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</b></p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-529-4453** DATE: **12/14/07**

LE: **President** FID: **55-0703755** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO REQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED VENDOR

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

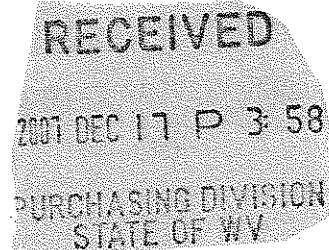
---

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**MICHAEL AUSTIN  
 304-558-2402**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

VENDOR

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/28/2007				
BID OPENING DATE: 12/19/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p><b>OPEN MARKET CLAUSE:</b> THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p><b>QUANTITIES:</b> QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p><b>ORDERING PROCEDURE:</b> SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p><b>BANKRUPTCY:</b> IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-529-4453 DATE: 12/14/07

TITLE: President ID: 55-0703755 ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN**  
**304-558-2402**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: **12/19/2007**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p style="text-align: center;">REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE <b>304-529-4453</b>	DATE <b>12/14/07</b>
TITLE <b>President</b>	RENO <b>55-0703755</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ. INSERT NAME AND ADDRESS IN SPACE ABOVE I AM FILLING IN AS 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN  
 304-558-2402**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
V  
I  
A

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: **12/19/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4	.....					
NO. 5	.....					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>.....            SIGNATURE</p> <p><b>EMSI</b>            .....            COMPANY</p> <p><b>12/14/2007</b>            .....            DATE</p> <p>REV. 11/96</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-529-4453** DATE **12/14/07**

TITLE **President** FEIN **55-0703755** ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 83800013

PAGE  
 5

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 MICHAEL AUSTIN  
 304-558-2402

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
V  
I  
A

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: 12/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>(X) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(X) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;  OR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-529-4453	DATE 12/14/07
TITLE President	FAX 55-0703755	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABEL 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**6**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN**  
**304-558-2402**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: **12/19/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE <b>304-529-4453</b>	DATE <b>12/14/07</b>
TITLE <b>President</b>	FAX <b>55-0703755</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELLED VENDOR



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**7**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**MICHAEL AUSTIN**  
**304-558-2402**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

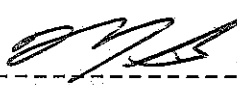
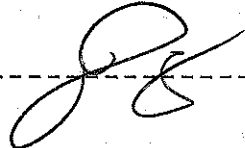
V  
E  
N  
D  
O  
R

S  
U  
P  
P  
L  
I  
E  
R

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: **12/19/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <b>EMSI</b></p> <p>DATE: <b>12/14/07</b></p> <p>SIGNED:  </p> <p>TITLE: <b>President</b></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE <b>304-529-4453</b>	DATE <b>12/14/07</b>
TITLE <b>President</b>	55-0703755	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ. INSERT NAME AND ADDRESS IN SPACE ABOVE LABEL 'VENDOR'





State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**83800013**

PAGE  
**8**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**MICHAEL AUSTIN**  
**304-558-2402**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF HIGHWAYS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
11/28/2007				

BID OPENING DATE: **12/19/2007**      BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
------	----------	-----	--------	-------------	------------	--------

THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:  
 SEALED BID

BUYER: 33  
 RFQ. NO.: 83800013  
 BID OPENING DATE: 12/19/2007  
 BID OPENING TIME: 1:30 PM

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY  
 TO CONTACT YOU REGARDING YOUR BID:  
 -----  
 304-529-4459

CONTACT PERSON (PLEASE PRINT CLEARLY):  
 -----  
 Ken Schneider

\*\*\*\*\* THIS IS THE END OF RFQ 83800013 \*\*\*\*\* TOTAL:

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **304-529-4453** DATE: **12/14/07**

FILE: **President** (FIRM) **55-0703755** ADDRESS CHANGES TO BE NOTED ABOVE

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: EMSIAuthorized Signature: Date: 12/14/07

## SCOPE OF WORK – TECHNICAL SPECIFICATIONS

The WVDOT seeks to enter into a contract with a single vendor for drug and alcohol testing services. These services include, but are not limited to, random, pre-employment, reasonable suspicion/cause, post accident/incident, return-to-duty/follow-up and any other drug and/or alcohol testing service deemed necessary by the WVDOT.

### Vendor Requirements

1. The vendor shall develop a method of random selection in compliance with Title 49 CFR Part 40.
2. The vendor shall provide for mobile, on-site testing of urine in compliance with Title 49 CFR Part 40. This includes necessary collection and identification supplies and transportation costs from the collection site to a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The split sample method of collection, handling, and storage is to be utilized. US Department of Transportation collections protocols will be followed unless specifically requested by the WVDOT. The vendor is to provide a confirmatory test on all positive drug screens using gas chromatography/mass spectrometry technology. Drug test results will be reported to the WVDOT no later than 4:00 p.m. Eastern Time on the third business day following the date of a test. If not reported by that time, the WVDOT will not be charged for the test, and the vendor will not reschedule a test for the purpose of meeting this required timeframe. For the purposes of this requirement, business days are Monday through Friday.
3. The vendor will provide for mobile, on-site alcohol testing that is to be conducted using equipment approved by the US Department of Transportation and found on their Conforming Products List. US Department of Transportation collection protocols, found in Title 49 CFR Part 40, will be followed unless specifically requested by the WVDOT. The vendor will provide for a confirmatory alcohol test on all breath concentrations in excess of 0.02.
4. The vendor will not charge WVDOT for specimen adulteration assays.
5. The vendor will not charge WVDOT for handling of rejected specimens or those otherwise unfit for testing.
6. The vendor must include the cost of a qualified Medical Review Officer (MRO) in their per test cost. Due to the size and needs of the West Virginia Department of Transportation, the Medical Review Officer must be a full-time MRO.

7. The vendor shall provide mobile testing and testing services from 7:00 a.m. until 5:00 p.m. After hours services (including Saturday and Sunday collections, if necessary) shall be required in emergency situations.

8. If necessary, the vendor shall provide for the collection of blood specimens.

9. The vendor shall provide for the submission of blind samples as required by federal regulation.

10. The vendor shall provide computer software or a secured internet-based result reporting and random pool maintenance module at no cost to the WV DOT for tracking, management and record maintenance of the WVDOT program. The software or internet-based result reporting utilized must contain all necessary components to permit the Medical Review Officer's report to be submitted and contained in the database. The vendor must provide the WVDOT with inquiry access to the software or internet-based result reporting from at least one personal computer to be provided by WVDOT and located in the offices of the WVDOT Human Resources Division.

The vendor will be required to demonstrate at no cost to the WV DOT all functions relative to program tracking, management and record maintenance in the WVDOT Human Resources Division. The WVDOT reserves the right to determine acceptability and to approve or reject software or internet-based result reporting. Software or internet-based result reporting deemed acceptable shall be added by addendum.

The State shall not accept any exclusive provisions or arrangements that prohibit competition among vendors.

The vendor shall be required to name the software or internet-based result reporting proposed for use under this contract in the bid. Failure to submit a bid using approved software or to name such software in the bid shall result in rejection of the bid.

11. The vendor shall ensure that strict rules of confidentiality are maintained at all times. All test results and material acquired shall become the property of the WVDOT and the State of West Virginia. Information shall not be released without prior express written consent of the WVDOT.

12. The vendor must identify their subcontractors and the portions of the program they intend to subcontract.

13. The vendor shall provide information and costs for any other services they provide relevant to drug and alcohol testing service, such as expert testimony (including MRO testimony), laboratory litigation packages, etc.
14. The vendor shall provide the respective Agencies with a written recapitulation of the testing program on a monthly basis.
15. The WVDOT will not pay the selected vendor for waiting time. A collection is complete only after every employee has met his/her testing obligations.
16. The WVDOT will not pay the selected vendor for initial set-up fee or for any renewal fees if the contract is renewed.
17. The bidder must carry commercial general liability insurance at a minimum of \$1,000,000. The successful bidder must provide the certificate of insurance at the time of award.
18. The vendor must provide information relating to its' experience and reliability in regard to drug and alcohol testing programs with other firms having at least 1500 covered employees. This would include the size and type of program (e.g., regulated versus non-regulated). Vendors must provide a listing of references and clients who may have knowledge of the vendor's ability, reliability and experience. A minimum of five (5) organizational references, including all contracts with at least 1500 covered employees, listing telephone numbers, length of contracts, number of tests conducted annually and a brief narrative of services provided, is required.
19. The WVDOT reserves the right to seek clarifications of vendor submissions. Nothing may be submitted after the bid opening date and time to alter the vendor's proposal.
20. With approval of the Purchasing Division, the WVDOT reserves the right to reject any and/or all bids and to select the bid that is low bid meeting all terms and conditions of this Request for Quotations. A vendor shall be disqualified if all requirements are not met at the time of evaluation.

**Confidentiality**

The vendor shall not use or disclose at any time during or after the termination of this contract any information discovered or developed in the course of the performance of this contract without the express written consent of the WVDOT. Any and all reports related to this contract shall be submitted to the Secretary of Transportation through the respective Agencies Program Coordinator.

**Ownership of Materials Developed**

Any materials and communications developed by the vendor in the course of performance of this contract shall be the property of the WVDOT, which shall be free to use such materials and communications as it sees fit.

**Implementation**

The vendor shall implement the requested program no later than ten (10) days following the award.

## Exhibit I

**TESTING LOCATIONS****District One -1334 Smith Street, Charleston, WV 25301 (304) 558-3001**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0127	Mason	Point Pleasant, WV	(304) 675-0853
0140	Putnam	Red House, WV	(304) 586-2381
0120	Kanawha	Elkview, WV	(304) 558-9155
		N. Charleston 2800 W. Washington St.	(304) 744-3050
		Chelyan, WV	(304) 558-3010
		St. Albans, WV	(304) 722-0600
0108	Clay	Clay, WV	(304) 587-4241
0103	Boone	Danville, WV	(304) 369-7808

**District Two – 801 Madison Avenue, Huntington, WV 25712 (304) 528-5625**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0206	Cabell	Barboursville, WV	(304) 736-3111
0250	Wayne	Wayne, WV	(304) 272-5127
0222	Lincoln	West Hamlin, WV	(304) 824-3434
0223	Logan	Wilkinson, WV	(304) 792-7035
0230	Mingo	Williamson, WV	(304) 235-6003

**District Three – 624 Depot Street, Parkersburg, WV 26101 (304) 420-4595**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0337	Pleasants	Belmont, WV	(304) 665-2466
0354	Wood	Parkersburg, WV	(304) 420-4700
0343	Ritchie	Harrisville, WV	(304) 869-3331
0353	Wirt	Elizabeth, WV	(304) 275-4211
0307	Calhoun	Millstone, WV	(304) 354-9227
0318	Jackson	Ripley, WV	(304) 372-7857
0344	Roane	Spencer, WV	(304) 927-0962

**District Four – Meadowbrook Road, Clarksburg, WV 26302 (304) 842-1500**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0431	Monongalia	Morgantown, WV	(304) 285-3207
0439	Preston	Albright, WV	(304) 329-0192
0425	Marion	Fairmont, WV	(304) 367-2730
0417	Harrison	Clarksburg, WV	(304) 627-2140
0446	Taylor	Grafton, WV	(304) 265-6110
0409	Doddridge	West Union, WV	(304) 627-2412

**District Five – US 50, Burlington, WV 26710 (304) 289-3521**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0533	Morgan	Berkeley Springs, WV	(304) 258-2578
0502	Berkeley	Martinsburg, WV	(304) 267-0060
0519	Jefferson	Kearneysville, WV	(304) 725-5821
0529	Mineral	New Creek, WV	(304) 788-1221
0514	Hampshire	Romney, WV	(304) 822-4167
0512	Grant	Petersburg, WV	(304) 257-4455
0516	Hardy	Moorefield, WV	(304) 434-2525



**District Six – 1 DOT Drive, Moundsville, WV 26041 (304) 843-4000**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0615	Hancock	New Cumberland, WV	(304) 238-1200
0605	Brooke	Wellsburg, WV	(304) 238-1199
0635	Ohio	Triadelphia, WV	(304) 238-1202
0626	Marshall	Glen Dale, WV	(304) 843-4055
0652	Wetzel	New Martinsville, WV	(304) 843-4058
0648	Tyler	Sistersville, WV	(304) 843-4057

**District Seven – 255 Depot Street, Weston, WV 26452 (304) 269-0414**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0701	Barbour	Philippi, WV	(304) 457-1597
0721	Lewis	Weston, WV	(304) 269-0470
0749	Upshur	Buckhannon, WV	(304) 473-4225
0711	Gilmer	Glenville, WV	(304) 462-7325
0704	Braxton	Gassaway, WV	(304) 364-5238
0751	Webster	Webster Springs, WV	(304) 847-2114

**District Eight – US Route 219 North, Elkins, WV 26241 (304) 637-0220**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0847	Tucker	Parsons, WV	(304) 478-2304
0842	Randolph	Elkins, WV	(304) 637-0265
0836	Pendleton	Franklin, WV	(304) 358-2702
0838	Pocahontas	Marlinton, WV	(304) 799-4867

**District Nine – 103 ½ Church Street, Lewisburg, WV 24901 (304) 647-7450**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
0934	Nicholas	Summersville, WV	(304) 872-0811
0910	Fayette	Oak Hill, WV	(304) 256-6940
0913	Greenbrier	Lewisburg, WV	(304) 647-7465
0945	Summers	Hinton, WV	(304) 466-2802
0932	Monroe	Union, WV	(304) 772-3037

**District Ten – 270 Hardwood Lane, Princeton, WV 24740 (304) 487-5228**

<u>Organization</u>	<u>County</u>	<u>Location</u>	<u>Telephone</u>
1041	Raleigh	Beckley, WV	(304) 256-6746
1055	Wyoming	Pineville, WV	(304) 732-7563
1028	Mercer	Princeton, WV	(304) 425-2782
1024	McDowell	Welch (Havaco), WV	(304) 436-8411

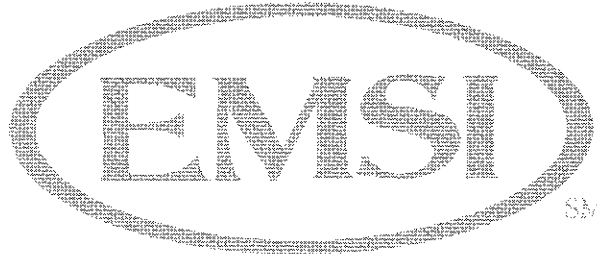
## Cross Reference to WVDOT / DOH Requirements

Vendor Requirement	Proposal	Page number
1	Random Test Selection	10
2	Specimen collection, Laboratory, and Results reporting	8
3	Breath Alcohol Testing Procedures and Equipment	16
4	Adulteration Assays	8
5	Rejected Specimens	4/5
6	MRO Services	18
7	Service Times and 24 Hour Emergency Services	11
8	Blood Specimen Collection	9
9	Blind Specimens	15
10	Program Management and Results reporting Software	19
11	Confidentiality	15
12	Subcontractors Laboratory Services MRO Services	17 18
13	Other Relevant Services	8
14	Program reporting requirements	1
15	Wait Time	9
16	Setup / renewal Fees	1
17	Insurance Requirement	21
18	References	Appendix A
 <u>Other Requirements:</u>		
Confidentiality	Confidentiality	15
Ownership of Materials	Confidentiality	15
Implementation	Scope of Program	8



# TABLE OF CONTENTS

	<u>PAGE</u>
Cross Reference to WVDOT Vendor Requirements	A.
Introduction	1
EMSI Corporate Overview	2
Quality Assurance	3
Branch Office Resume	7
Scope of Program	8
Random Testing	10
Pre-employment, Return to Duty, and Follow Up Testing	11
24 Hour Emergency Service	11
Operating Plan	12
Centralized Scheduling	12
Certifications & Training	13
Confidentiality	15
Blind Specimens	15
Breath Alcohol Testing Equipment	16
Laboratory Services	17
MRO Services	18
Drug Pak and On-demand Software	19
Reporting and Record Keeping	20
Billing	20
Supervisor Training	20
Employee Education	20
Insurance	21



## INTRODUCTION

Examination Management Services, Inc. (EMSI) is pleased to submit this proposal to the West Virginia Department of Transportation / Division of Highways, Human Resources Division (hereinafter WVDOT/ DOH) for drug and alcohol testing services.

At EMSI we fully understand the need at WVDOT/ DOH for a highly qualified provider that can ensure the delivery of all the required services in a timely and cost-effective manner. At EMSI, we have in place:

- A corporate structure to support such a program
- Quality personnel to effectively perform all levels of service
- Rigorous training programs to ensure high level performance
- An excellent quality assurance / control program to monitor the work performed
- Software with reporting capabilities to summarize all activity of the testing program at any time
- Internet based which links the WVDOT/ DOH, EMSI, the Laboratory and the MRO in order to transmit test information efficiently, safely, and securely.

## EMSI CORPORATE OVERVIEW

EMSI's corporate history, rapid expansion and reputation speak highly for its service record as a national provider in the health services arena. EMSI has provided services to the insurance industry for over 33 years and to the drug testing industry for over 17 years. EMSI's insurance client base includes over 1,800 companies and the Occupational Health Testing division (OHT) collects specimens for over 4,000 clients, totaling over 350,000 annual collections.

EMSI's corporate infrastructure is a key factor in the ability to provide prompt, dependable and high quality service. The corporate headquarters in Dallas, Texas and the 250 branch offices communicate daily via telephone, fax and electronic statusing.

Each branch office facility includes a waiting area, office area, exam rooms, and work areas for medical personnel and restrooms for specimen collection. Offices have sufficient storage space for paperwork and supplies as well as secured areas for confidential information. The number of office personnel varies by the volume of activity at each office.

The ability to maintain communication with clients is supported by state-of-the-art equipment in EMSI's corporate headquarters and throughout the branch offices. Modem to modem communication exists for various clients as well as other high tech computer access systems for several specific lines of service offered by the company. EMSI also offers electronic mail communication via the Internet. The EMSI web page can be located at [www.emsinet.com](http://www.emsinet.com).

### **The Health Services Division**

EMSI is customer and industry driven. Years ago EMSI recognized the growing need for quality drug and alcohol testing and comprehensive wellness programs. With the addition of EMSI's health services division, EMSI expanded its reach to industries other than insurance. We put our knowledge and experience from years of occupational health testing services to work for organizations such as CSX and BNSF Railways, and United States Government federal employees. Letters of Reference from some of EMSI's clients are attached.

The OHT division is EMSI's fastest growing division. EMSI services all 50 states, Guam and Puerto Rico with over 250 independently and corporately owned branch

offices, 3,000 affiliate clinics and employing over 6,000 health professionals. This makes OHT a smart choice for companies who wish to benefit from coordinated national service. In addition, EMSI's OHT offers 24-Hour Emergency Service, Mobile and In-Office Services, Central/Consolidated Billing, Centralized 800 number Scheduling Center, Electronic Tracking and more.

The Occupational Health Testing division is made up of several departments which are responsible for the overall management of the field organization and ensuring customer satisfaction. The following is an organization chart outlining the division management and the employee distribution. Following the organization chart is a detailed description of each department and the responsibilities of the department as it relates to specimen collection management and quality assurance.

## QUALITY ASSURANCE

### **Customer Scheduling Department:**

This department is responsible for the coordination of services for customers that will be using our network on a national basis. These scheduling representatives specialize in the coordination of regulated and non-regulated testing. They have the ability to schedule on site staffing services as well as in-office services. Day to day scheduling for WVDOT / DOH is handled in EMSI's Huntington, WV office

### **Customer Service Department:**

The Customer Service Representative ("CSR") is assigned to customers to act as the designated point of contact at the EMSI branch office. The CSR is responsible for assisting the client in all service-related issues and the researching and resolution of any collection related problems. The CSR is available via an 800 telephone number, Monday through Friday 8:00am – 5:00pm EST, or via Internet email during the same hours. The CSR has a high level of expertise and has the communication skills necessary to assist clients with any number of issues.

**Field Services Division:**

EMSI's Field Services ("FS") Division currently maintains a full-time staff of Quality Control ("QC") Analysts. Each QC analyst is tasked with the responsibility of ensuring branch office compliance with EMSI corporate policy and procedures, as well as our customers overall satisfaction and program compliance. EMSI's QC/FS personnel update all client specification information databases and provide ongoing support to EMSI branch office personnel via telephone, fax and memorandums. Such support includes but is not limited to information regarding client-specific services, regulations, training, certification and billing instructions. Identified below are the components of the FS Division's Quality Control program:

- **Collector Training and Certification:**

FSD is responsible for the EMSI certification and training program. Please see the section entitled, "Certifications and Training".

- **Internal Audits:**

A monthly schedule of collections is received by the F/S department from the Client Scheduling department. From that schedule a random selection of 10% of collections that were completed is determined. These collections are audited for accuracy and completeness by the field support department and the branch office manager. The audit is conducted using evaluation forms that monitor and evaluate all aspects of a specimen collection from the physical location of the collection to the Collector knowledge and competency.

The evaluation forms are reviewed and graded by the field support department, using a pre-determined grading system. They are then used to determine the competency of the Collector. Should the Collector score 79% or below, his/her certification will be pulled and he/she will be required to go through re-certification. If the Collector scores 80% or above those procedures determined irregular will be addressed with the Office Manager and Collector.

- **Rejected Specimens:**

If the Client or laboratory reports troubled and/or rejected specimens to the designated CSR these reports are sent to the Field Support Department. Upon receipt of this information several measures are taken to correct the error with the Collector and to coordinate a second specimen being collected. In addition, if troubled specimens can be salvaged by affidavit one is secured as soon as possible from the Collector and forwarded to the appropriate entity (i.e., laboratory, MRO, client). After immediate intervention has occurred the information received is then placed in the Quality Assurance Error Log System for historical and statistical retention.



Specimens rejected for testing by the laboratory result in no fees to WVDOT / DOH.

- Quality Assurance Error Log System:

The Collector responsible for the error is notified via telephone and internal written correspondence with a copy sent to the Collector's immediate supervisor. The Collector is notified of the specific error and the corrective action required. Collector errors are reported to Regional Managers on a monthly basis to monitor each branch office and Collector performance. When issues are resolved write-ups are forwarded to the branch offices' quality folder for evaluation on a quarterly basis. Collector error rates are constantly monitored and reviewed and the Collector is required to go through re-certification. When necessary the Collector is pulled out of service until the re-certification is completed.

- Collector Resources:

Collectors/BATs are provided several tools to aid them in accomplishing specimen collection in accordance with individual client requirements:

1. A specification sheet with pertinent information is developed for each client prior to the initiation of service. These specification sheets outline key points of information which aid the collector/BAT in supply ordering, scheduling, collection testing guidelines, document preparation and completion, preparation of specimen for shipment to the laboratory, distribution of remaining copies of the Custody and Control (C.O.C.) forms and instructions for special circumstances. A similar sheet has been developed for the WVDOT/ DOH.
2. Specimen Collection Procedures are provided to each specimen collector. They are assembled in such a way to enable collectors to carry them on all assignments. They are color-coded for easy identification in the field and contain step-by-step collection instructions as well as a trouble-shooting guide addressing the most common collection problems and situations. Similar sheets detail the same type of information for breath alcohol testing.
3. Lending leadership and support to collectors and BATs are the management personnel located in our corporate headquarters in Dallas, who are knowledgeable of Federal requirements and have attained a level of expertise in developing and administering complex programs. This type of highly qualified support is instrumental in providing:
  - Complete accuracy in testing procedures and documentation.

- Total confidentiality in handling of all collection related data.
- Collectors and breath alcohol technicians with well-developed interpersonal skills, capable of displaying sensitivity with participating employees and their supervisors.
- Accurate, detailed reporting of all collection and testing activity.
- Total commitment to excellence to our clients

EMSI offers this level of excellence. The corporate commitment to providing quality service has distinguished EMSI from other providers in the drug-free workplace industry.

**Special Projects/ Customer Implementation Department:**

This department is responsible for new customer software implementation. They will work with the client designated CSR to establish the necessary software to send and receive information via computer. They are responsible for coordinating any customer software training as well as customer requested software customization work. The Special Project coordinators will assist the customer in implementing the software in the customers existing organization as well as work with the customers internal IS department to explain system requirements and system maintenance.

**New Business Development / Sales Department:**

This department is responsible for all new business development for the Health Services Division. They are also instrumental in the initial program setup and coordinating with the CSR all of the client requirements.

## BRANCH OFFICE RESUME

Health Research Systems, Inc. d.b.a. EMSI is a privately held West Virginia corporation based in Huntington, WV, conducting business within the State of West Virginia on behalf of EMSI Dallas, Texas. The EMSI Huntington and Charleston, WV offices have expert personnel as well as the experience necessary to coordinate a program as intricate as the WVDOT/ DOH.

Mr. Michael Day, Regional Manager for EMSI in Huntington, WV, has seventeen (17) years experience coordinating specimen collection services for occupational health testing as well as the insurance industry. He is able to provide expert testimony on program administration that stands behind the specimens collected by the Huntington and Charleston, WV offices. Mr. Day works to stay current on Federal Regulations relevant to the drug free workplace in order to provide collectors with the most up-to-date training possible, as well as keep our clients informed of any pertinent changes. Mr. Day is also a Certified Breath Alcohol Technician trainer for the Alco-Sensor IV evidential breath testing device (EBT) as well as a Factory Authorized Calibration Technician and is able to provide expert testimony in this field as well.

The Huntington, WV office will be responsible for the day-to-day operation of the WVDOT/ DOH program. Our professional staff currently oversees the operation of 85 programs of this nature with approximately 10,000 covered employees involved in these programs.

The Huntington, WV branch office has the experience necessary to handle a program as large and intricate as the WVDOT/ DOH. We have provided services for the WVDOT/ DOH since 1994 when federal regulations went into effect mandating drug and alcohol testing for safety-sensitive employees. Since that time we have performed approximately 20,000 specimen collections for the WVDOT/ DOH in all situations: random, pre-employment, reasonable cause, follow up and emergency testing. We have performed testing in each of the 55 counties in West Virginia for the WVDOT/ DOH at approximately 150 different locations each year. We have worked with the WVDOT/ DOH Program Coordinator whenever needed to streamline and simplify the WVDOT/ DOH program to provide the best service available. We have shown that we are dependable as well as accurate and detail-minded, and that we have the experience necessary to provide delivery of the required services in a timely and professional manner.

## SCOPE OF PROGRAM

EMSI, along with **Workforce Integrity Network** and **Clinical Reference Laboratory**, utilizing **Drug PAK / On-Demand** software, offers a total drug and alcohol testing package. This package is designed for companies who have employees regulated by the USDOT. The program also covers those non-regulated employees needing drug testing for random, pre-employment and other drug testing situations as required by WVDOT/ DOH's policy. EMSI is currently providing service for the WVDOT/ DOH and is prepared to continue with these services at the time an agreement is reached. EMSI offers the following capabilities for the administration and management of the drug and alcohol testing program for WVDOT/ DOH:

- Mobile specimen collection service performed on-site in compliance with 49 CFR Part 40 of the federal regulations by certified collectors from EMSI's branch offices in Huntington and Charleston, WV.
- 24-hour emergency service for Post Accident, Post Incident and Reasonable Suspicion testing.
- Specimen testing by SAMHSA certified laboratory for the DOT mandated five drug panel (marijuana "THC", cocaine, opiates, amphetamines, and phencyclidine "PCP"), with testing available up to 9 panels, using the split sample method of collection, handling and storage.
- Laboratory analysis of urine specimen by immunoassay technology for screening purposes and automatic gas chromatography / mass spectrometry (GS/MS) confirmation of any screened positive drug test results.
- Specimen adulteration assays performed by the laboratory free of charge.
- Medical Review Officer (MRO) services for reviewing and reporting all drug results.
- All necessary collection supplies to include overnight transportation of the specimen (according to laboratory specifications) back to the lab for testing.
- Breath alcohol testing performed by certified Breath Alcohol Technicians (BATs) from EMSI's branch offices in Huntington and Charleston WV, using Evidentiary Breath Testing (EBT) devices that meet the DOT/NHTSA requirements, for in-office and mobile (on-site) testing.

- Collectors trained to collect blood specimens when required.
- Confirmatory testing on all breath alcohol concentrations of 0.02 or greater.
- No extra charges for wait time on mobile collection events.
- Submission of blind samples to the laboratory for DOT required performance testing.
- Assistance with record keeping.
- Unlimited toll-free phone access to expert help.
- Expert testimony.
- Supervisor training guide.
- Internet-based resulting and administration software which allows the WVDOT/DOH to receive results and other information electronically in order to ensure efficiency and confidentiality of their program.

The following sections will detail these and other services we provide, all in one complete package.

## **RANDOM TESTING**

### **RANDOM SELECTION**

The selection of employees for random testing is accomplished by utilizing computer software from Workforce Integrity Network entitled "Drug PAK". Drug PAK is a comprehensive software package available for managing drug and alcohol testing programs. The key element of the Drug PAK software system is its ability to produce unbiased random selections of personnel subject to drug and alcohol testing. Integral to the defensibility of Drug PAK's selection methodology is the fact that the software operator can in no way manipulate the selection process.

The selection process is currently tailored to meet the need of the WVDOT/DOH by making random selections of geographical groups, such as districts, for ease of testing and administration.

A sufficient number of covered employees for testing during each calendar year are selected to satisfy the annual selection rate determined by the USDOT and WVDOT/DOH's policy. Random selections are reasonably spread throughout the calendar year.

The districts selected for random testing will be communicated to the program coordinator of the WVDOT/DOH and then EMSI's branch office personnel will work with the coordinator to accomplish the testing within each district.

### **COVERAGE**

EMSI uses client-site facilities, i.e. WVDOT/DOH garage locations with office and restroom or other suitable facility, to perform these collections. EMSI will provide trained and certified BATs and specimen collectors for on-site collections utilizing personnel from EMSI's branch offices in Huntington and Charleston, WV, 7:00a.m. until 5:00p.m. Monday through Friday. After hours services can also be arranged as necessary.

EMSI's Huntington branch office is located at 529 Sixth Avenue, Huntington, West Virginia 25701, and the toll-free phone number is 1-800-442-3926. The hours of operation are 8:00a.m. - 5:00p.m. Monday through Friday. The Huntington branch office will be responsible for the day-to-day operations of your program.

## **PRE-EMPLOYMENT, RETURN TO DUTY AND FOLLOW UP TESTING**

EMSI will utilize local medical facilities within the districts of WVDOT/ DOH to provide these types of collections whenever possible. Use of these facilities will be mutually agreed upon by EMSI and WVDOT/ DOH. If facilities are not available, EMSI will provide these collections on a mobile on-site basis.

## **24 HOUR EMERGENCY SERVICE**

Emergency collections for post-accident and for cause testing can be the most difficult aspect of an employer's testing program. Often the employer is faced with a high number of canceled, rejected or troubled specimens, plus they encounter lengthy response times. EMSI, however, has the most effective emergency response system in the collection industry. EMSI has had procedures in place since 1989 to handle 24 hour emergency calls from all across the country. A staffed emergency specific toll-free number is established (800-421-3674) for use by EMSI clients. Once emergency calls are received through the 800 number, the Emergency Coordinator at our branch headquarters is notified. He or she then contacts the client to gain logistical information on the type of collection required and the collection location to be serviced.

The Emergency Coordinator then contacts appropriate field services personnel and coordinates all details for the collection.

EMSI's Branch office dedicates key employees, who rotate on-call status, to serve as the Emergency Response Coordinators for this system. They are accessible at all hours and are intimately familiar with the nature of emergency testing and the need for a timely response. EMSI emergency services are available 24 hours a day, seven days a week.

EMSI receives in excess of 300 calls per month for this service and has a 99% completion rate with an average completion time of less than two hours.

## OPERATING PLAN

Breath alcohol testing and urine collection for drug screening requires trained, professional Breath Alcohol Technicians (BATs) and collectors. Lending leadership and support to the BAT/Collectors are corporate management personnel who are fully knowledgeable of Federal requirements and have attained a level of expertise in developing and administering complex programs. This type of highly qualified support is necessary for programs such as that of the WVDOT/ DOH due to the need for:

- Complete accuracy in testing procedures and documentation
- Total confidentiality in handling of all relevant data
- Collectors and breath alcohol technicians with well developed interpersonal skills, capable of displaying sensitivity with client's employees
- Accurate, detailed reporting of all collection and testing activity
- Total commitment to excellence by its contracted organizations

EMSI offers just such a level of excellence to WVDOT/ DOH. Our corporate commitment to providing quality service has distinguished us from other service providers in both the paramedical and drug-free workplace industries. The following sections will give you further details.

## CENTRALIZED SCHEDULING

EMSI operates a full-service centralized scheduling department within the Health Services Division. For the WVDOT/ DOH, scheduling may be requested by contacting EMSI's Huntington branch office at their toll-free phone number: 800-442-3926. The hours of operation are 8:00a.m. - 5:00p.m. Monday through Friday. The Huntington branch office will schedule any pre-employment, return to duty and follow up testing as required by the agency, and will work with the WVDOT/ DOH program coordinator to schedule random testing. For after hours testing please see the section entitled, "24-hour Emergency Services".



## CERTIFICATIONS & TRAINING

EMSI is a founding member of the Drug & Alcohol Testing Industry Association (DATIA). DATIA is a non-profit association whose goal is to raise the level of accuracy in drug and alcohol testing specimen collections by upholding the highest standards in collection facilities and its operation and personnel. EMSI obtains information on changing regulatory requirements in several ways. Primarily, EMSI receives information by actively participating in industry organizations, as well as serving on industry committees which monitors regulatory compliance. Due to EMSI providing services to many of the governments own agencies and personnel, EMSI is at the forefront of industry changes and compliance issues. EMSI then shares this information with our personnel nationwide via memorandums, revised client specifications, revised training and certification materials, as well as training seminars.

It is important to remember that specimens collected for testing are considered as evidence should the test results be challenged in court. The foundation of EMSI's specimen collection and breath alcohol testing services is its instruction and training programs for collectors and breath alcohol technicians (BATs). The purpose of EMSI's training certification program is to ensure that EMSI's collectors and BATs are trained to proficiency. The excellence of our training program and personnel is reflected in the low error rate reported by clients. EMSI's ratio of fatal flaws to the number of collections and tests performed is consistently less than 1%.

EMSI's training program for urine specimen collections is accomplished one-on-one by multimedia training sessions, written examinations, as well as supervised or "mock" collection events. The training program was revised in 2001 and follows collection criteria established by the Department of Health and Human Services (DHHS), the Department of Transportation (DOT), and the Drug & Alcohol Testing Industry Association (DATIA). EMSI's training program for Breath Alcohol Technicians (BATs) follows the mandatory DOT training requirements. The components of this program are as follows:

- Prospective collector views EMSI's training website and reads the "DATIA Specimen Collector Training and Study Manual". Both the website and guide clearly outline and demonstrate collection procedures set forth by SAMHSA and USDOT. The prospective collector must successfully complete an examination on the material and have knowledge of the following:
  1. Part 40 regulations

2. DOT operating administration regulations
  3. Any changes to these regulations
  4. Current DOT collection guidelines
  5. Problem collections and how to handle them
  6. Difference between fatal and correctable flaws
  7. Responsibility for integrity of the process, ensuring privacy, security of the specimen and professional conduct.
- Prospective collector completes a Proficiency Demonstration which includes five (5) “mock” split specimen collections under supervision, in accordance with the DOT guidelines. If the collections are in compliance with applicable guidelines, the collector is granted certification.

EMSI’s training program for Breath Alcohol Technicians (BATs) follows the mandatory DOT training requirements. Certified BAT instructors teach a two-day, twelve-hour course, after which prospective BATs must complete two (2) written examinations containing multiple choice and true/false questions covering regulatory, situational, technical and mechanical issues. Prospective BATs must also complete a proficiency checklist, under the supervision of a certified instructor, which includes at least seven (7) negative tests, two (2) complete positive tests, three (3) accuracy checks and one (1) device calibration.

Once completed, the written examinations, proficiency checklist, and applicable paperwork and documentation are forwarded to OHTD Quality Control/Field Support for review, along with a request for certification. Applicants must successfully perform all components of the proficiency test, and pass both written exams with a score of at least 80 percent to be granted certification.

Individual specimen collector and Breath Alcohol Technician certificates are available at the Huntington, WV branch office.

## CONFIDENTIALITY

EMSI follows strict rules of confidentiality, required by the USDOT and SAMHSA, and this shall be maintained at all times. All test results and material acquired by the vendor in the course of performance of this contract shall become the property of the WVDOT/ DOH. Except as required by Federal Regulations, EMSI shall not use or disclose at any time during or after the termination of this contract, any information discovered or developed in the course of the performance of this contract without the prior express written consent of the WVDOT/ DOH.

## BLIND SPECIMENS

Blind specimens are prepared by Workforce Integrity Network personnel from certified drug free specimens which have also been evaluated for the presence of interfering substances. "Spiked" solutions are submitted as necessary, in accordance with testing levels established by the U.S. DOT. The collection and preparation of quality control materials will be accomplished by using explicit protocols and procedures which ensure reliability, consistency and stability of the final product.

The blind specimen program involves:

- The completion of all chain-of-custody documents with false identification and social security numbers.
- The submission of blind specimens directly into the contract laboratory via the laboratory's existing courier or overnight specimen transfer process.
- The submission of advance reports to the client which verifies the blind specimen test results and Department of Transportation compliance.

## BREATH ALCOHOL TESTING EQUIPMENT

EMSI has selected the Alco-Sensor IV evidential breath testing device (EBT) manufactured by Intoximeter, Inc. This unit, which is utilized by all EMSI offices, has been combined with a laptop computer for data collection and transference and a label printer for printing the required test information. This combination of equipment was selected for several reasons:

- Approved by the DOT and is on NHTSA's Conforming Products List (CPL)
- Extensive use by law enforcement agencies with a wide acceptance by State courts
- Fully automated equipment
- Menu driven prompts, providing BAT with step-by-step instructions
- Automatic sampling of deep lung breath
- Stores up to 1,000 tests and automatically notifies BAT to download data
- Capable of downloading data to a PC or printer

## LABORATORY SERVICES

For laboratory services, EMSI is pleased to provide WVDOT/ DOH with the services of **Clinical Reference Laboratory (CRL)**, located in Lenexa, Kansas. CRL is certified by SAMHSA and meets Federal regulations. The address for CRL is:

Clinical Reference Laboratory  
8433 Quivira Road  
Lenexa, Kansas 66215  
(800) 445-6917  
Hours: 7:30a.m. - 6:00p.m. (central standard) Monday - Saturday

Laboratory specimen screening will be performed using immunoassay technology for the following DOT mandated five drug panel:

- Opiates
- Cocaine
- THC
- Amphetamines
- Phencyclidine

All specimens are initially screened for the presence of the above drug metabolites utilizing immunoassay technology. All positive screens are automatically confirmed using gas chromatography / mass spectrometry (GC/MS) at no additional fees. Split specimen positive screens will be forwarded for testing at a different SAMHSA approved laboratory upon an employee's request.

The laboratory performs any required specimen adulteration assays necessary at no extra charge.

The laboratory retains custody of any positive urine specimen under properly secured refrigerated conditions in accordance with established governmental regulations (at the least a minimum of one year). Any urine specimen which does not test positive upon confirmation is destroyed in accordance with governmental regulations.

CRL is also fully equipped to test blood specimens for the presence of alcohol and/or drugs.

This notice is being published less than 15 days prior to the meeting due to the timing limitations imposed by the review and funding cycle.

*Name of Committee:* National Institute of Neurological Disorders and Stroke Special Emphasis Panel; Spotrias.

*Date:* December 13–14, 2007.

*Time:* 8 a.m. to 7 p.m.

*Agenda:* To review and evaluate grant applications.

*Place:* Mandarin Oriental Hotel, Washington, DC, 1330 Maryland Avenue, SW., Washington, DC 20024.

*Contact Person:* Shanta Rajaram, PhD, Scientific Review Administrator, Scientific Review Branch, Division of Extramural Research, NINDS/NIH/DHHS/Neuroscience Center, 6001 Executive Blvd., Suite 3208, MSC 9529, Bethesda, MD 20852, 301-435-6033, rajarams@mail.nih.gov.

This notice is being published less than 15 days prior to the meeting due to the timing limitations imposed by the review and funding cycle.

(Catalogue of Federal Domestic Assistance Program Nos. 93.853, Clinical Research Related to Neurological Disorders; 93.854, Biological Basis Research in the Neurosciences, National Institutes of Health, HHS)

Dated: November 26, 2007

Jennifer Spaeth,

Director, Office of Federal Advisory Committee Policy.

[FR Doc. 07-5913 Filed 12-3-07; 8:45 am]

BILLING CODE 4140-01-M

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

#### National Institute of Child Health and Human Development, Amended Notice of Meeting

Notice is hereby given of a change in the meeting of the National Institute of Child Health and Human Development Special Emphasis Panel, December 4, 2007, 1 p.m. to December 4, 2007, 5 p.m., National Institutes of Health, 6100 Executive Boulevard, 5B01, Rockville, MD, 20852 which was published in the **Federal Register** on November 16, 2007, 72 FR 64658.

The meeting will be held on December 5, 2007. The meeting is closed to the public.

Dated: November 26, 2007.

Jennifer Spaeth,

Director, Office of Federal Advisory Committee Policy.

[FR Doc. 07-5914 Filed 12-3-07; 8:45 am]

BILLING CODE 4140-01-M

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

#### National Institute of Mental Health Draft Strategic Plan

**AGENCY:** National Institute of Mental Health, NIH, HHS.

**ACTION:** Notice.

**SUMMARY:** The National Institute of Mental Health (NIMH) is developing a strategic plan for the next 3–5 years, and invites the public to provide comments on a draft of this plan. The draft plan will be publicly available through the NIMH Draft Strategic Plan Web page (<http://www.nimh.nih.gov/about/strategic-planning-reports/nimh-draft-strategic-plan.shtml>) from November 20, 2007 through December 21, 2007. The public is invited to provide comments via the e-mail address or the postal address listed on the NIMH Draft Strategic Plan Web page.

*Background:* NIMH is the lead Federal agency for research on mental and behavioral disorders and has as its mission to reduce the burden of these disorders through research on mind, brain, and behavior. The Institute's goal is to generate research that will transform the prevention of and recovery from mental disorders. To inspire and support research that will make a difference for those living with mental illness, the Institute is developing a Strategic Plan to help direct this complex research effort and bring into sharper focus the methods, questions, and perspectives that will transform the diagnosis, treatment, and prevention of mental disorders, ultimately paving the way toward cures.

NIMH's draft Strategic Plan outlines several Strategic Objectives that will guide the research agenda for the Institute over the next several years. The public is invited to review this draft plan and provide comments between November 20, 2007 and December 21, 2007. The draft plan may be viewed at <http://www.nimh.nih.gov/about/strategic-planning-reports/nimh-draft-strategic-plan.shtml>, and hard copies are available by calling 1-866-615-6464 (toll free) or by sending a letter requesting a copy (that includes your mailing address) to: National Institute of Mental Health, Attn: Draft Strategic Plan, 8280 Greensboro Drive, Suite 300, McLean, Virginia 22102.

*Request for Comments:* The public is invited to provide comments on the draft Strategic Plan. Comments may be sent to the email address listed on the NIMH Strategic Planning Web page at

<http://www.nimh.nih.gov/about/strategic-planning-reports/nimh-draft-strategic-plan.shtml>, or sent to the postal address listed above.

#### FOR FURTHER INFORMATION CONTACT:

Additional information is posted on the NIMH Strategic Planning Web page, located at <http://www.nimh.nih.gov/about/strategic-planning-reports/nimh-draft-strategic-plan.shtml>.

*Comments Due Date:* Comments regarding the draft of NIMH's strategic plan should be submitted via e-mail no later than December 21, 2007.

Comments mailed to the above postal address must be postmarked by the same date.

Dated: November 26, 2007.

Thomas Insel,

Director, National Institute of Mental Health, National Institutes of Health.

[FR Doc. E7-23420 Filed 12-3-07; 8:45 am]

BILLING CODE 4149-01-P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Substance Abuse and Mental Health Services Administration

#### Current List of Laboratories Which Meet Minimum Standards To Engage in Urine Drug Testing for Federal Agencies

**AGENCY:** Substance Abuse and Mental Health Services Administration, HHS.

**ACTION:** Notice.

**SUMMARY:** The Department of Health and Human Services (HHS) notifies Federal agencies of the laboratories currently certified to meet the standards of Subpart C of the Mandatory Guidelines for Federal Workplace Drug Testing Programs (Mandatory Guidelines). The Mandatory Guidelines were first published in the **Federal Register** on April 11, 1988 (53 FR 11970), and subsequently revised in the **Federal Register** on June 9, 1994 (59 FR 29908), on September 30, 1997 (62 FR 51118), and on April 13, 2004 (69 FR 19644).

A notice listing all currently certified laboratories is published in the **Federal Register** during the first week of each month. If any laboratory's certification is suspended or revoked, the laboratory will be omitted from subsequent lists until such time as it is restored to full certification under the Mandatory Guidelines.

If any laboratory has withdrawn from the HHS National Laboratory Certification Program (NLCP) during the past month, it will be listed at the end, and will be omitted from the monthly listing thereafter.

This notice is also available on the Internet at <http://www.workplace.samhsa.gov> and <http://www.drugfreeworkplace.gov>.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Giselle Hersh or Dr. Walter Vogl, Division of Workplace Programs, SAMHSA/CSAP, Room 2-1035, 1 Choke Cherry Road, Rockville, Maryland 20857; 240-276-2600 (voice), 240-276-2610 (fax).

**SUPPLEMENTARY INFORMATION:** The Mandatory Guidelines were developed in accordance with Executive Order 12564 and section 503 of Pub. L. 100-71. Subpart C of the Mandatory Guidelines, "Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies," sets strict standards that laboratories must meet in order to conduct drug and specimen validity tests on urine specimens for Federal agencies. To become certified, an applicant laboratory must undergo three rounds of performance testing plus an on-site inspection. To maintain that certification, a laboratory must participate in a quarterly performance testing program plus undergo periodic, on-site inspections.

Laboratories which claim to be in the applicant stage of certification are not to be considered as meeting the minimum requirements described in the HHS Mandatory Guidelines. A laboratory must have its letter of certification from HHS/SAMHSA (formerly: HHS/NIDA) which attests that it has met minimum standards.

In accordance with Subpart C of the Mandatory Guidelines dated April 13, 2004 (69 FR 19644), the following laboratories meet the minimum standards to conduct drug and specimen validity tests on urine specimens:

ACL Laboratories, 8901 W. Lincoln Ave., West Allis, WI 53227, 414-328-7840 / 800-877-7016, (Formerly: Bayshore Clinical Laboratory).

ACM Medical Laboratory, Inc., 160 Elmgrove Park, Rochester, NY 14624, 585-429-2264.

Advanced Toxicology Network, 3560 Air Center Cove, Suite 101, Memphis, TN 38118, 901-794-5770 / 888-290-1150.

Aegis Sciences Corporation, 345 Hill Ave., Nashville, TN 37210, 615-255-2400, (Formerly: Aegis Analytical Laboratories, Inc.).

Baptist Medical Center-Toxicology Laboratory, 9601 I-630, Exit 7, Little Rock, AR 72205-7299, 501-202-2783, (Formerly: Forensic Toxicology Laboratory Baptist Medical Center).

Clinical Reference Lab, 8433 Quivira Road, Lenexa, KS 66215-2802, 800-445-6917.

Diagnostic Services, Inc., dba DSI, 12700 Westlinks Drive, Fort Myers, FL 33913, 239-561-8200 / 800-735-5416.  
Doctors Laboratory, Inc., 2906 Julia Drive, Valdosta, GA 31602, 229-671-2281.

DrugScan, Inc., P.O. Box 2969, 1119 Mearns Road, Warminster, PA 18974, 215-674-9310.

Dynacare Kasper Medical Laboratories,\* 10150-102 St., Suite 200, Edmonton, Alberta, Canada T5J 5E2, 780-451-3702 / 800-661-9876.

ElSohly Laboratories, Inc., 5 Industrial Park Drive, Oxford, MS 38655, 662-236-2609.

Gamma-Dynacare Medical Laboratories,\* A Division of the Gamma-Dynacare Laboratory Partnership, 245 Pall Mall Street, London, ONT, Canada N6A 1P4, 519-679-1630.

Kroll Laboratory Specialists, Inc., 1111 Newton St., Gretna, LA 70053, 504-361-8989/800-433-3823, (Formerly: Laboratory Specialists, Inc.).

Kroll Laboratory Specialists, Inc., 450 Southlake Blvd., Richmond, VA 23236, 804-378-9130, (Formerly: Scientific Testing Laboratories, Inc.; Kroll Scientific Testing Laboratories, Inc.).

Laboratory Corporation of America Holdings, 7207 N. Gessner Road, Houston, TX 77040, 713-856-8288 / 800-800-2387.

Laboratory Corporation of America Holdings, 69 First Ave., Raritan, NJ 08869, 908-526-2400 / 800-437-4986, (Formerly: Roche Biomedical Laboratories, Inc.).

Laboratory Corporation of America Holdings, 1904 Alexander Drive, Research Triangle Park, NC 27709, 919-572-6900 / 800-833-3984, (Formerly: LabCorp Occupational Testing Services, Inc., CompuChem Laboratories, Inc.; CompuChem Laboratories, Inc., A

Subsidiary of Roche Biomedical Laboratory; Roche CompuChem Laboratories, Inc., A Member of the Roche Group).

Laboratory Corporation of America Holdings, 13112 Evening Creek Drive, Suite 100, San Diego, CA 92128, 858-668-3710 / 800-882-7272, (Formerly: Poisonlab, Inc.).

Laboratory Corporation of America Holdings, 550 17th Ave., Suite 300, Seattle, WA 98122, 206-923-7020 / 800-898-0180, (Formerly: DrugProof, Division of Dynacare/Laboratory of Pathology, LLC; Laboratory of Pathology of Seattle, Inc.; DrugProof, Division of Laboratory of Pathology of Seattle, Inc.).

Laboratory Corporation of America Holdings, 1120 Main Street, Southaven, MS 38671, 866-827-8042 / 800-233-6339, (Formerly: LabCorp Occupational

Testing Services, Inc.; MedExpress/National Laboratory Center).

LabOne, Inc. d/b/a Quest Diagnostics, 10101 Renner Blvd., Lenexa, KS 66219, 913-888-3927 / 800-873-8845, (Formerly: Quest Diagnostics Incorporated; LabOne, Inc.; Center for Laboratory Services, a Division of LabOne, Inc.).

MAXXAM Analytics Inc.,\* 6740 Campobello Road, Mississauga, ON, Canada L5N 2L8, 905-817-5700, (Formerly: NOVAMANN (Ontario), Inc.).

MedTox Laboratories, Inc., 402 W. County Road D, St. Paul, MN 55112, 651-636-7466 / 800-832-3244.

MetroLab-Legacy Laboratory Services, 1225 NE 2nd Ave., Portland, OR 97232, 503-413-5295 / 800-950-5295.

Minneapolis Veterans Affairs Medical Center, Forensic Toxicology Laboratory, 1 Veterans Drive, Minneapolis, MN 55417, 612-725-2088.

National Toxicology Laboratories, Inc., 1100 California Ave., Bakersfield, CA 93304, 661-322-4250 / 800-350-3515.

One Source Toxicology Laboratory, Inc., 1213 Genoa-Red Bluff, Pasadena, TX 77504, 888-747-3774, (Formerly: University of Texas Medical Branch, Clinical Chemistry Division; UTMB Pathology-Toxicology Laboratory).

Oregon Medical Laboratories, 123 International Way, Springfield, OR 97477, 541-341-8092.

Pacific Toxicology Laboratories, 9348 DeSoto Ave., Chatsworth, CA 91311, 800-328-6942, (Formerly: Centinela Hospital Airport Toxicology Laboratory).

Pathology Associates Medical Laboratories, 110 West Cliff Dr., Spokane, WA 99204, 509-755-8991 / 800-541-7891x7.

Phamatech, Inc., 10151 Barnes Canyon Road, San Diego, CA 92121, 858-643-5555.

Physicians Reference Laboratory, 7800 West 110th St., Overland Park, KS 66210, 913-339-0372 / 800-821-3627.

Quest Diagnostics Incorporated, 3175 Presidential Dr., Atlanta, GA 30340, 770-452-1590 / 800-729-6432, (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories).

Quest Diagnostics Incorporated, 400 Egypt Road, Norristown, PA 19403, 610-631-4600 / 877-642-2216, (Formerly: SmithKline Beecham Clinical Laboratories; SmithKline Bio-Science Laboratories).

Quest Diagnostics Incorporated, 7600 Tyrone Ave., Van Nuys, CA 91405, 866-370-6699 / 818-989-2521, (Formerly: SmithKline Beecham Clinical Laboratories).

## MRO SERVICES

EMSI utilizes **Workforce Integrity Network (W.I.N.)** to fulfill your Medical Review Officer requirements. W.I.N. is fully devoted to Medical Review issues and we are pleased to provide you with their services. The address for W.I.N. is:

Workforce Integrity Network  
PO Box 50575  
Knoxville, TN 37950  
Phone: (800) 229-8001 Fax: (919) 231-8141

Within 24 hours of completion of a test negative results are available to be downloaded from the laboratory computer to W.I.N. Negative results will be downloaded to W.I.N., sorted and reviewed, and available to the client within 48 business hours.

All laboratory-positive results will be downloaded to W.I.N. for review. In the event of a laboratory positive the MRO will perform a telephonic interview with the donor to determine any "legitimate" causes (prescription medication, food sources, etc.). If necessary, the donor may be requested to provide proof of prescription, or medical records. The MRO may find it necessary to speak with the donor's pharmacy or physician to verify medical history.

Actual personal interview of donor is rarely necessary and is in fact discouraged by most MROs. About the only time an MRO may find it necessary for an actual physical examination is in the event of a positive laboratory test for opiates; i.e. heroin. If the donor's medical and personal history warrants the MRO may decide upon a physical examination for such drug use signs as "needle tracts," skin tone, etc. In that case the MRO would contact a physician licensed in the appropriate state to perform a physical examination on a contracted basis.

Laboratory test result information must first be matched with the MRO copy of the custody and control (COC) form before results can be reported from the MRO to WVDOT/ DOH. Once the review process has been completed these results are available in 48 business hours.

W.I.N. adheres to strict rules of confidentiality. Test results of the WVDOT/ DOH will not be released without the prior consent of the WVDOT/ DOH's program coordinator.

MRO Credentials are attached and follow this page.



**MROCC**  
Medical Review Officer Certification Council

Certifies that

**Jack H. Tarr, M.D.**

has successfully met all eligibility and examination criteria

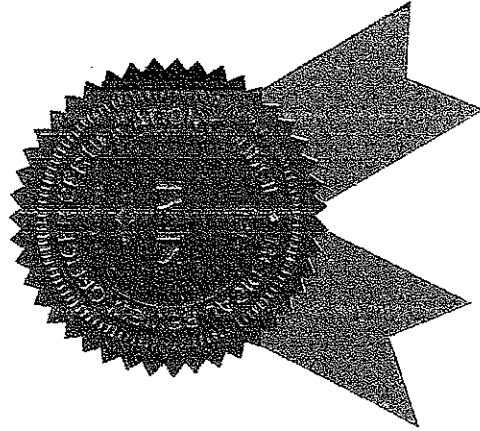
and is hereby designated a

**Certified Medical Review Officer**

This certification is valid for six years.

Effective this 18th day of October 20 05

Expires on 18th day of October 20 11



05-06673

Elizabeth Gruch MD Benjamin Arson MD  
Chairman, Board of Directors Secretary, Board of Directors

AAMRO

American Association of Medical Review Officers



THIS IS TO CERTIFY THAT

Charles L. Robinson, D.O.

having presented to the Executive Board of the American Association of Medical Review Officers satisfactory evidence of prescribed qualifications and having passed an approved examination before the

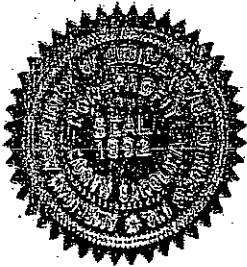
American Association of Medical Review Officers

in accordance with national standards of competency and expertise established for Medical Review Officers, is hereby accredited and designated as a

Certified Medical Review Officer

and by order of the AAMRO Board has been entered as such in the AAMRO Registry of Certified Medical Review Officers

Given and dated this third day of March, 2005



Thomas F. Hill Chairman

Countersigned and sealed with the Seal of the American Association of Medical Review Officers the day and date above written

Cindy Ferrell

Corporate Secretary

Certificate Number 050303200

AAMRO

American Association of Medical Review Officers



THIS IS TO CERTIFY THAT

Jeffery McMichael, M.D.

having presented to the Executive Board of the American Association of Medical Review Officers satisfactory evidence of prescribed qualifications and having passed an approved examination before the

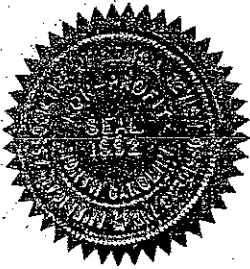
American Association of Medical Review Officers

in accordance with national standards of competency and expertise established for Medical Review Officers, is hereby accredited and designated as a

Certified Medical Review Officer

and by order of the AAMRO Board has been entered as such in the AAMRO Registry of Certified Medical Review Officers

Given and dated this 23rd day of October, 2005



Shirley F. Gault Chairman

Countersigned and sealed with the Seal of the American Association of Medical Review Officers the day and date above written

Cindy Ferrell

Corporate Secretary

Certificate Number 051023106

AAMRO

American Association of Medical Review Officers



THIS IS TO CERTIFY THAT

J. Stacy Hicks, M.D.

having presented to the Executive Board of the American Association of Medical Review Officers satisfactory evidence of prescribed qualifications and having passed an approved examination before the

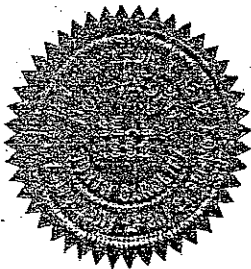
American Association of Medical Review Officers

in accordance with national standards of competency and expertise established for Medical Review Officers, is hereby accredited and designated as a

Certified Medical Review Officer

and by order of the AAMRO Board has been entered as such in the AAMRO Registry of Certified Medical Review Officers

Given and dated this 23rd day of October, 2005



[Signature] Chairman

Countersigned and sealed with the Seal of the American Association of Medical Review Officers the day and date above written

Cindy Ferrell Corporate Secretary

Certificate Number 051023244

## ON-DEMAND & DRUG PAK SOFTWARE

### Drug PAK:

Drug PAK is a leading provider of software and information services for managing workplace drug and alcohol programs. Drug PAK customers include hundreds of the nation's largest companies with drug and alcohol testing programs. Drug PAK's online reporting tool, On-Demand, is a leading software package for managing workplace drug and alcohol programs and we are pleased to be able to provide this to the WVDOT/ DOH for program management free of charge.

Drug PAK and On-Demand provide the following features:

- Select and track personnel for all types of drug and alcohol testing
- Maintain test results
- Import personnel records from human resource or payroll databases
- Generate management and tracking reports including MIS/DOT reports
- Create and maintain random pool groups
- Provide documentation needed for protection against litigation
- Serves as your connection to the ON-Demand Network when transferring test result information between the WVDOT/ DOH, EMSI, the laboratory and MRO.

### On Demand:

On-Demand was designed by Drug PAK to help you manage and transfer drug and alcohol test information in a rapid, secure and efficient manner. Using internet-based technology, On-Demand electronically links employers, collection sites, laboratories, MROs and TPAs. On-Demand tracks the entire testing process and safely transfers test information to the appropriate recipients. Because On-Demand is Drug PAK compatible, the status of each step in the testing process is updated in Drug PAK as it occurs. This happens automatically, making manual data entry and delayed information things of the past. All information transmitted is encrypted and only accessible by the person for whom it is intended.

## **REPORTING AND RECORD KEEPING**

EMSI will provide copies of all necessary information related to testing to WVDOT/DOH. EMSI maintains a backup of these records for the required number of years according to DOT regulations. With the use of Drug PAK, a variety of reports are available to the program coordinator at any time during the testing process.

## **BILLING**

EMSI centralizes billing activity in all EMSI offices through the corporate headquarters in Dallas, Texas. Statements are issued on a four-week cycle.

## **SUPERVISOR TRAINING**

EMSI can provide WVDOT/DOH with supervisor training to meet DOT requirements on the physical, behavioral, speech, and performance indicators of probable alcohol and/or drug misuse, to enable them to determine whether reasonable suspicion exists to require a WVDOT/DOH employee to undergo testing.

EMSI accomplishes this training by supplying the necessary information, in the form of printed materials. Any on-site training needed would be provided on request.

## **EMPLOYEE EDUCATION**

EMSI will provide WVDOT/DOH with the necessary information to secure written materials for distribution to WVDOT/DOH employees that would meet the company's educational requirements. Presentation by our expert personnel is also available by contacting our Huntington, West Virginia branch office.

## INSURANCE

EMSI currently carries the following insurance coverage (See Exhibit III):

- \* PUBLIC LIABILITY INSURANCE  
General and Professional Liability insurance coverage as follows: \$1 million per incident, and \$2 million aggregate.
- \* PROPERTY DAMAGE  
Coverage meets or exceeds the limits set forth in the RFP.
- \* AUTOMOBILE INSURANCE  
Coverage meets or exceeds the limits set forth in the RFP.
- \* EMPLOYEE DISHONESTY INSURANCE  
Contractor only. Coverage meets or exceeds the limits set forth in the RFP.
- \* WORKERS COMPENSATION INSURANCE  
Contractor only per agent. Coverage meets or exceeds the requirements.
- \* UMBRELLA LIABILITY INSURANCE  
Contractor only. Coverage meets or exceeds the limits set forth in the RFP.
- \* PROPERTY LOSS OR THEFT  
Not applicable.

A copy of EMSI's Current Certificate of liability Insurance is attached.

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/12/2007

**PRODUCER**  
GRAYHAWK INS & RISK MANAGEMENT SERVICES INC  
1740 N COLLINS BLVD SUITE 200  
RICHARDSON, TX 75080  
(888) 661-3938  
XW644 882

**INSURED**  
HEALTH RESEARCH SYSTEMS INC  
P O BOX 845  
DUNBAR, WV 25064

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
INSURER A: THE CHARTER OAK FIRE INSURANCE COMPANY	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	680-6852B388-07	02/25/2007	02/25/2008	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BA-0783Y426-07	02/25/2007	02/25/2008	COMBINED SINGLE LIMIT (Per accident)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - FA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
FOR INFORMATIONAL PURPOSES ONLY

**CERTIFICATE HOLDER**

HEALTH RESEARCH SYSTEMS, INC  
529 6TH AVENUE  
HUNTINGTON, WV 25701

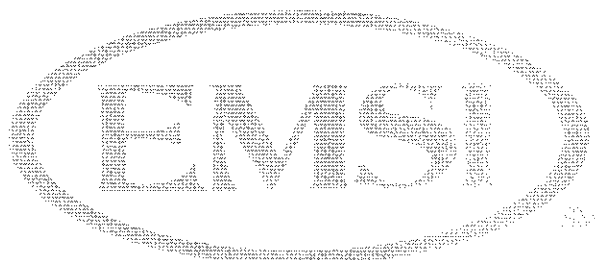
**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE 



# APPENDIX A



## CLIENT REFERENCES

### Corporate References:

#### BAE SYSTEMS

EMSI has been providing services to Marconi since 1991. We provide specimen collections to this 3<sup>rd</sup> party administrator of government contracts for both their regulated and non-regulated program. We provide in-office and mobile specimen collection and alcohol testing services. We also provide centralized scheduling services to this customer. We provide approximately 10,201 drug screens and 6182 alcohol tests annually for this client.

- **Contact Information for BAE SYSTEMS:**  
*(U.S. Navy, Federal Aviation Administration)*  
Mr. Richard A. Wrobel  
Director, Drug & Alcohol  
Program Management  
1601 Research Boulevard  
Rockville, MD 20850-3173  
(301) 838-6286  
rawrobel@tracor.com

#### FEDERAL EXPRESS

EMSI has been providing services to Federal Express since 1995. We provide specimen collections for both their regulated and non-regulated program. We provide in-office and mobile specimen collection and alcohol testing services in addition to physical exams. We also provide centralized scheduling services to this customer. We provide approximately 15,208 drug screens and 1175 alcohol tests to this client annually.

- **Contact Information for Federal Express:**  
Ms. Pat Clarkson  
ADFWP Specialist  
Human Resource Division – Corporate Safety  
3670 Hacks Cross Road  
Building G, 2<sup>nd</sup> Floor  
Memphis, TN 38125-8880  
(901) 434-9561

## FORD MOTOR COMPANY

EMSI has been providing services to Ford Motor Company since 1998. We provide specimen collections for both their regulated and non-regulated program. We provide in-office and mobile specimen collection and alcohol testing services in addition to physical exams. We complete approximately 1661 tests annually for Ford Motor Company.

- **Contact Information for Ford Motor Company:**

Ms. Debbie Voltattoni  
Ford Hire Team Specialist  
Fairlane Training and Development  
19000 Hubbard Drive  
Room 236  
Dearborn, MI 48126-2697  
(313) 253-7828

## ANHEUSER-BUSCH COMPANIES

EMSI has been providing services to Anheuser-Busch Companies since 2000. We provide specimen collections for both their regulated and non-regulated program. We provide in-office and mobile specimen collection and alcohol testing services. We complete approximately 9313 drug screens and 87 alcohol tests annually for Anheuser-Busch Companies.

- **Contact Information for Anheuser-Busch Companies:**

Ms. Leslie Knight  
Supervisor, Corporate Human Resources  
1 Busch Place 181-1  
St. Louis, MO 63118-1852  
(314) 577-7315

## References Specific to Health Research Systems, Inc./EMSI:

WVDOH – see page 8.

## CITY OF CHARLESTON (WEST VIRGINIA)

Health Research Systems, Inc./EMSI has provided services to City of Charleston since 1996. We provide a complete drug and alcohol testing package for both their regulated and non-regulated program which includes random selection, in-office and mobile specimen collection and alcohol testing services. City of Charleston has 665 covered employees. We conduct approximately 450 collections annually for the City of Charleston.

- **Contact Information for City of Charleston:**

Judy King  
P.O. Box 2749  
Charleston, WV 25330  
(304)348-8015

### CITY OF HUNTINGTON (WEST VIRGINIA)

Health Research Systems, Inc./EMSI has provided services to City of Huntington since 1996. We provide a complete drug and alcohol testing package for both their regulated and non-regulated program which includes random selection, in-office and mobile specimen collection and alcohol testing services. City of Huntington has 423 covered employees. We conduct approximately 340 collections annually for the City of Huntington.

- **Contact Information for City of Huntington:**

Sherri Lewis  
Personnel Department  
P.O. Box 1659  
Huntington, WV 25717  
(304) 696-5979

### KANAWHA COUNTY SCHOOLS (WEST VIRGINIA)

Health Research Systems, Inc./EMSI has provided services to Kanawha County Schools since 1995. We provide a complete drug and alcohol testing package for both their regulated and non-regulated program which includes random selection, in-office and mobile specimen collection and alcohol testing services. Kanawha County Schools has 250 covered employees. We conduct approximately 240 collections annually for the Kanawha County Schools.

- **Contact Information for Kanawha County Schools:**

George Beckett  
3300 Pennsylvania Avenue  
Charleston, WV 25302  
(304) 348-6618

### SOUTHWESTERN COMMUNITY ACTION COUNCIL (WEST VIRGINIA)

Health Research Systems, Inc./EMSI has provided services to Southwestern Community Action Council since 1996. We provide a complete drug and alcohol testing package for both their regulated and non-regulated program which includes random selection, in-office specimen collection and alcohol testing services. Southwestern Community Action Council has 87 covered employees. We conduct approximately 84 collections annually for the Southwestern Community Action Council.

- **Contact Information for Southwestern Community Action Council:**

Jack Brun  
540 Fifth Avenue  
Huntington, WV 25701  
(304) 697-4600

### **PEPSI COLA (WEST VIRGINIA)**

Health Research Systems, Inc./EMSI has provided services to Pepsi Cola since 2000. We provide a complete drug and alcohol testing package for their regulated program. We conduct approximately 132 drug screens and 37 alcohol tests for this client.

- **Contact Information for Pepsi Cola:**

Mike Montgomery  
Rt. 2 box 184  
Mineral Wells, WV 26150  
304-489-3742

## BID COST

All per test costs are to be based upon an all-inclusive collection as seen through the entire process of analysis, culminating with the certification of results and proper reporting of such results to the Human Resources Division or the appropriate Agency Program Manager. Alcohol and drug-screening requires separate pricing. Regular testing hours (Monday-Friday, 7:00 a.m.-5:00 p.m.) and after hours testing (Saturday & Sunday, 5:01 p.m. – 6:59 a.m.) requires separate pricing.

The West Virginia Department of Transportation requests your bid based on the following estimated quantities:

	<u>Usage</u>	<u>Unit Price</u>	<u>Amount</u>
1. Drug Screening	<u>1890</u>	<u>\$41.50</u>	<u>\$78,435.00</u>
After hours	<u>27</u>	<u>\$41.50</u>	<u>\$ 1,120.50</u>
2. Alcohol Testing	<u>735</u>	<u>\$18.00</u>	<u>\$13,230.00</u>
After hours	<u>13</u>	<u>\$18.00</u>	<u>\$ 234.00</u>
3. Expert Witness Testimony			
Collector Testimony	<u>10</u>	<u>no charge</u>	<u>0</u>
Deposition	<u>10</u>	<u>no charge</u>	<u>0</u>
Expert Witness Testimony	<u>10</u>	<u>no charge</u>	<u>0</u>
4. Laboratory Litigation Packages	<u>1</u>	<u>no charge</u>	<u>0</u>
5. Clinics (total cost only)	<u>100</u>	<u>\$51.50</u>	<u>\$5150.00</u>
6. Blind Specimens	<u>54</u>	<u>no charge</u>	<u>0</u>
7. No-Show Charges	<u>20</u>	<u>no charge</u>	<u>0</u>
8. Emergency Service Rates	<u>12</u>	<u>no charge</u>	<u>0</u>

Total: \$ 98,169.50

Include the name of the software or internet-based result reporting: Drug-Pak/On- Demand.

The vendor shall be required to perform all of the services named above. Failure to provide the services and bid prices shall result in disqualification of the bid.