



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:
 PTR09021

PAGE:
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 JOHN ABBOTT
 304-558-2544

*608151312 303-499-1473
 PRECISION COMPLIANCE INC
 1220 RAVENSWOOD ROAD
 BOULDER CO 80303

DIVISION OF PUBLIC TRANSIT
 BUILDING 5, ROOM 906
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/28/2009				

BID OPENING DATE: 02/05/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #01		
				THIS ADDENDUM IS ISSUED TO REVISE THE BID FORM FOR FOR VENDOR'S USE, AND EXTEND THE BID OPENING DATE TO 2/5/2009; 1:30 PM.		
				REVISED BID OPENING DATE: 2/5/2009; 1:30 PM		
0001	1	LS		952-90		
				DRUG & ALCOHOL MONITORING & TRAINING SERVICES		
				***** THIS IS THE END OF RFQ PTR09021 ***** TOTAL:		

RECEIVED
 2009 FEB -4 A 10:33
 PURCHASING DIVISION
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, 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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

ADDENDUM NO. 1

BID FORM

Item No.	DESCRIPTION	Estimated Quantities		Cost Per Unit	Amount
2.1	INTRO LETTER	11	Each	\$ 10.00	110.00
2.2 - A	UPDATE "GENERIC" SYSTEM POLICY AND CONDUCT FOLLOW-UP REVIEWS OF SYSTEM POLICIES	11	Task	80.	880.
2.2 - B	NEW SYSTEM POLICY DEVELOPMENT	4	Each	120	480
2.3	NEW SYSTEM VENDOR SELECTION SERVICES/TRAINING/IMPLEMENTATION	4	Each	100	400
2.4 - A	TRANSIT SYSTEM SITE VISITS	11	Each	600	6600.
2.4 - B-1	VENDOR REVIEW	11	Each	0	0
2.4 - B-2	MRO PHONE REVIEW	11	Each	50	550
2.4 - B-3	MRO SITE REVIEW	11	Each	70	770
2.4 - B-4	SAP PHONE REVIEW	11	Each	50	550
2.4 - B-5	SAP SITE REVIEW	11	Each	70	770
2.4 - B-6	BAT PHONE REVIEW	11	Each	40	440
2.4 - B-7	BAT SITE REVIEW	11	Each	80	880
2.4 - B-8	STT PHONE REVIEW	11	Each	30	330
2.4 - B-9	STT SITE REVIEW	11	Each	40	440
2.4 - B-10	COLLECTION FACILITY PHONE REVIEW	11	Each	70	770

Item No.	Description	Estimated Quantities		Cost Per Unit	Amount
2.4 - B-11	COLLECTION FACILITY SITE REVIEW	11	Each	80	880
2.4 - B-12	LABORATORY OVERSIGHT PHONE REVIEW	11	Each	20	220
2.4 - B-13	LABORATORY OVERSIGHT SITE VISIT	11	Each	40	440
2.4 - C-1	TPA/CONSORTIUM REVIEW SITE VISIT	11	Each	80	880
2.4 - C-2	TPA/CONSORTIUM OVERSIGHT PHONE REVIEW	11	Each	40	440
2.5	MUNICIPAL OVERSIGHT	1	Each	80	80.
2.6	CERT CHECKLIST		Task	100	100
2.7	800# & E-MAIL ACCESS		Task	0	0
2.8	AUDIT ASSISTANCE	40 Hours	Hour	80	3200
2.9 - A	Half-day Supervisory Awareness Training	4	Each	750.	3000
2.9 - B	Full-day D&A Regulation Training	4	Each	1000	4000

GRAND TOTAL BID (Add Lines 2.1 thru 2.9 -B)

\$ 27,210



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
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ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

PROJECT

*608151312 303-499-1473
 PRECISION COMPLIANCE INC
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SHIP TO

DIVISION OF PUBLIC TRANSIT

 BUILDING 5, ROOM 906
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 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/13/2009				

BID OPENING DATE: **01/29/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <div style="margin-left: 40px;">720-3049934</div> <hr/> CONTACT PERSON (PLEASE PRINT CLEARLY): <div style="margin-left: 40px;"><i>Beverly Krieger</i></div> <hr/> <div style="margin-left: 20px;">***** THIS IS THE END OF RFQ PTR09021 ***** TOTAL:</div> <div style="float: right; border-bottom: 1px solid black; width: 100px;"></div>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

BID FORM #2

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The undersigned [Vendor, Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government Wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Vendor, Professional Compliance, Inc. certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

11/23/09 *Barbara Kline*
Date Authorized Signature

President
Title

BID FORM #3**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract),

Precision Compliance, Inc (COMPANY NAME) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(If the primary participation (applicant for an FTA grant, or cooperative agreement, or potential third party contractor) is unable to certify to any statements in this certification, the participant shall attach an explanation tot his certification.)

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT),

Precision Compliance, Inc Beverly Krieger, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Beverly Krieger - President
Signature and Title of Authorized Official

BID FORM #4

Beverly Krieger - Precision Compliance, Inc hereby certifies that it IS or IS NOT (check the appropriate box) included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for violations of Various Public Contracts Incorporating Labor Standards Provisions.

1/23/09

Date

Authorized Signature

Title

Company Name

Beverly Krieger
President

Precision Compliance, Inc

BID FORM #5

VENDOR'S CERTIFICATION OF UNDERSTANDING AND ACCEPTANCE

The Contractor hereby certifies that all Technical Specifications and Contract Terms and Conditions have been carefully reviewed, are fully understood and shall be adhered to in the performance and completion of any contract resulting from this bid.

1/23/08
Date
Authorized Signature
President
Title
Precision Compliance, Inc
Company Name

BID FORM #6

ADDENDUM ACKNOWLEDGMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum No.'s

No. 1 1/30/09

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

None
 If no addendums are issued, please check this box and sign this form.

[Signature]
Signature

Precision Compliance, Inc.
Company

1/23/09
Date

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

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

Vendor's Name: Precision Compliance, Inc
 Authorized Signature: [Signature] Date: 1/24/09

January 23, 2009

State of West Virginia
Division of Public Transit
John Abbott
2019 Washington St. E
Charleston, WV 25305

Dear Mr. Abbott:

Precision Compliance, Inc. (PCI) would like to thank the State of West Virginia for the opportunity to respond to the Request for Quotation (RFQ).

Once the accompanying documents are reviewed, I am confident that PCI will meet and exceed the requirements and standards stated in the RFQ by the State of West Virginia in the Detailed Project Scope and Objectives section of the document.

PCI has continually demonstrated, both in the public and private sector, its outstanding performance as an expert in the field of substance abuse program management. Although well versed in all facets of the field, PCI has a specific concentration in compliance with the Federal Transit Administration regulations (49 CFR parts 40 and 655).

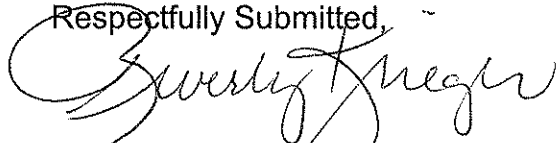
PCI has the depth of experience to ensure that West Virginia receives the services that have been requested. PCI has a proven track record, and has developed a close working relationship with the many states providing oversight for their FTA recipients.

PCI's contact information is as follows:

Precision Compliance, Inc
1220 Ravenwood Rd.
Boulder, CO 80303
PH# 303-499-1473
Fax# 720-304-9934
bkrieger@precisioncompliance.com

Again, PCI would like to thank the State of West Virginia for the opportunity to respond to this request and for the possibility of working together. If there are any questions or areas which need clarification, please feel free to contact me any time.

Respectfully Submitted, ~

A handwritten signature in cursive script, appearing to read "Beverly Krieger". The signature is written in black ink and is positioned below the typed name.

Beverly Krieger, C-SAPA
President

**Precision Compliance, Inc.
Experience Overview and Staff Qualifications**

Experience: After eight years of experience as the “compliance guru” for a major Third Party Administrator, Beverly Krieger, the principal of Precision Compliance Inc (PCI), founded PCI in 1996. Since its inception the mission of the organization has been directed at providing its clients with the highest quality consulting and educational resources for substance abuse program management focusing on compliance with the Federal Regulations.

PCI, a certified woman owned business, and has provided a variety of services in the arena of drug and alcohol program management. Following is a synopsis of some of the most recent and relevant services provided for PCI’s clients that are covered by the FTA rules:

Key Program Manager and Technical Ability:

Bev Krieger’s personal credentials include being one of approximately 250 professionals in the country certified as a Substance Abuse Program Administrator. This credential is earned by having a minimum of 2000 hours in the industry, demonstrating an extensive knowledge of drug and alcohol testing laws, regulations and protocols and making a commitment to providing and maintaining the highest possible standards of integrity in the field. The Substance Abuse Program Administrator’s Association’s Certification Commission (SAPAA) awards this certification after a rigorous application and testing process. Bev is considered an expert on Federal Drug and Alcohol Testing Regulations as they relate to the Federal Highway Administration and the Federal Transit Administration guidelines. Ms. Krieger makes it a priority to always stay informed of the latest regulatory changes, laws and technologies in this dynamic industry.

Bev has been guest speaker at national meetings of APTA and other state-wide transit association meetings. She has sat on APTA’s national panel as an expert in the field of drug and alcohol program management. She has presented numerous workshops and training sessions to State DOTs, transit agencies, contractors, and service agents who are responsible for complying with the DOT and FTA drug and alcohol testing regulations. The courses also include the required training for safety-sensitive employees and supervisors who may be called upon to make a reasonable suspicion determination, and qualification training for collectors, Breath Alcohol Technicians, and Screen Test Technicians.

Beverly is a certified Breath Alcohol Technician Trainer certified in a DOT approved "Train the Trainer" workshop presented by CMI, manufacturer of evidential breath testing devices. STC the manufacturer of the QED (a saliva alcohol screening device) has certified Bev as STT trainer according to the DOT standards. These credentials give Ms. Krieger the advantage of truly understanding the procedures and documentation necessary to ensure a proper collection as mandated by the federal regulations. While holding the position of Compliance Expert with a major Third Party Administrator, Bev became expert in the Medical Review Officer's procedures and responsibilities. Her experiences give her a unique ability to discern the quality and compliance of the services provided to the transit systems by their service agents.

As in the past, Bev will be the project manager for the West Virginia Project. PCI is a small firm, it out-sources some of the administrative support duties, for example, typing and coordination of mass mailings, allowing Bev to be available for site visits and interaction with the systems. The majority of the work is done by Beverly, insuring consistent quality. Each state contract is given priority regarding scheduling. And, schedules are made far enough in advance as to avoid conflicts. PCI limits the amount of state contracts it pursues and accepts to ensure enough resources are available for each client. In evaluating the volume of work and travel that would be generated by the West Virginia contract; we are confident that PCI's current schedule will easily absorb the additional load. In the past 10 years of contracting with different states we have never had a scheduling issue that was not easily resolved.

Work Experience and References:

- **All Aboard America (2008-9)**
Contact: Fred Ullom 505-424-1110

PCI was contracted to assist All Aboard America prepare for a FTA drug and alcohol program audit. PCI set up the systems and procedures to organize the paperwork and recordkeeping to ensure confidentiality and compliance with 49CFR parts 40 and 655. During this process PCI reviewed the procedures followed at the collection site and assisted in correcting those protocols which were out of compliance with the regulations.

The result of this project was that the FTA audit reported only 2 easily correctable findings.

- **State of Maine Department of Transportation (2005-2007)**
Contact: Barbara Donovan 207-624-3245

PCI has been contracted to provide oversight of the State of Maine's 5311 grantees' drug and alcohol program compliance. This project entails site visits to the different providers to ensure their drug and alcohol programs are implemented and managed appropriately. During the site visits we visit the local service providers to observe their adherence to 49CFR part 40 guidelines. Reports are generated for each grantee and the state. The reports clarify deficiencies that were found and action items to help bring the programs into compliance.

Policy reviews have been done for all the grantees' programs. Deficiencies and action items are sited and reported. The grantees have 60 days from the receipt of the documentation to amend their policies.

Training is also part of the scope of service provided as part of this contract. The training will be focused on the updating the grantees on the latest information and interpretation of the regulations. Also, supervisory awareness training is on the schedule for a future date.

Since the end of the official contract PCI continues to provide on-going consulting support to MDOT as well as their subgrantees.

- **New Mexico State Department of Transportation (2002-current)**
Contact: Melvin Martinez 505-827-1573

PCI provided the State of New Mexico with its expertise to evaluate its Third Party Administrator(TPA). Bev Krieger assessed the State's consortium and conferred with the current TPA providing services to the grantees. As a result of the meeting, PCI submitted a list of recommendations to the State to help ensure that the service agents were brought into compliance with the Federal Regulations. Since that original report there is a new program TPA and PCI provides on-going oversight of the State program.

PCI has also developed a generic boilerplate drug and alcohol policy for the grantees to establish a policy that is compliant with the Federal Regulations and consistent throughout the state.

Bev conducts annual on-site visits with the 5311/5316 grantees to evaluate the individual programs and help them to establish procedures and protocols which comply with the Regulations and the Best Practices established by the FTA.

During the visits to New Mexico, the State DOT took advantage of PCI's availability to provide Supervisory Drug and Alcohol Training as well as management training for the FTA recipients.

- ***New York State DOT-Public Transportation (2001-2005),***
Contact: Bill Telovsky 518-457-6279

PCI has provided complete drug and alcohol program oversight for the (60) 5311 grantees, their subcontractors and service agents. These services include (but are not limited to); Site visits to all of the grant recipients and their collection facilities; Interviews with other service providers; Consultation with program managers; policy reviews for all recipients; MIS data collection, and on going training and education.

Each visit was documented with a detailed matrix indicating the areas of concern found in the participants' drug and alcohol programs. Bev worked closely with each grantee to ensure that the any deficit found during the visit was properly addressed. Those grantees that had subcontractors posed an

additional step in the process towards compliance with 49CFR parts 40 and 655. PCI worked with the agencies to ensure they understood their responsibility of overseeing their sub-recipients. In many cases on-site visits were made to the covered sub-recipients.

PCI also assists the State of New York in coordinating the MIS reporting activity by reviewing all the reports prior to submission. PCI calls the grantees on any inconsistencies and corrects any misinformation.

- **State of Colorado Department of Transportation-Transit Division (1999-current)**

Contact: Eric Ellis, 303-757-9771

PCI has been under contract with the State of Colorado DOT to provide oversight of their 5311 grantees since the end of 1999. This oversight program is similar to the requirements of the West Virginia request.

PCI has provided policy review for all the 5311 grantees. A detailed matrix was developed as a tool to assist the grantees upgrade their current policies and meet the requirements of the FTA standards.

After the policy reviews were completed, Bev Krieger made site visits to each of the recipients. During the visit a careful review was made of all the existing Drug and Alcohol Testing Program's procedures and protocols. Close attention was paid to the program documentation, filing methods and security of the confidential information. Testing events and the corresponding paperwork and protocols were reviewed for compliance. In many cases a visit was made to the collection site to evaluate the compliance of the service provider. Findings and recommendations were submitted to the grantees and the State DOT.

During the course of this project the State received notice of the Federal Audit. As a result we shifted gears and concentrated on preparation of the selected recipients. The results of the audit were good and the findings were minimal. Since the audit we have continued to complete the project by resuming the on-site visits to the remaining agencies.

At CASTA's 2000 Fall conference the State DOT requested that Beverly and the 3 grantees who participated in the Federal Audit present the findings and the solutions and relate their experiences to the remaining agencies. This served to bring out the importance of compliance with the FTA regulations. Since then, PCI is periodically asked to present training sessions at CASTA/CDOT conferences.

PCI is on-call to assist new grant recipients with the implementation of their drug and alcohol program, guiding them to ensure compliance in the future.

PCI also assists the State of Colorado in coordinating the MIS reporting activity by reviewing all the reports prior to submission. PCI calls the grantees on any inconsistencies and corrects any misinformation.

- ***State of Arizona Department of Transportation Transit Division (2000-current)***

Contact: Sam Chavez, 602-712-7465

PCI has recently completed policy reviews and site visits of all the 5311 grantees in the State of Arizona. Recipients have been given the tools to perform self-audits on their collection sites and SAPs. There are some follow-up projects yet to be completed to ensure that the findings and the recommendations of the on-site visits are completed appropriately.

PCI plays an integral part in the drug and alcohol program oversight of the 5311 grantees. Site visits are on-going. During the visits PCI evaluates the service providers as well as grantee and their internal systems. Reports are generated to the grantees and the State. Follow-up visits are done to ensure that the findings of the previous visit are addressed appropriately.

PCI has also assisted new recipients develop their policies and procedures to help insure compliance with the regulations from the inception of their program.

As a participant in many of the State's conferences and workshops, PCI has developed presentations to ensure the State's FTA recipients have the latest information available.

- **Colorado Association of Transit Agencies (CASTA) (on going)**

Contact: Elena Wilkenson, 303-839-5197

Since 1992 Bev Krieger has presented numerous (approximately 20) workshops relating to 49 CFR part 655 for the Association. The presentations included Supervisory Awareness Workshops, Drug and Alcohol Program Management Workshops and STT training.

All the courses were designed to meet and exceed the FTA and DOT guidelines to help ensure compliance with the regulations.

- **New York City Transit**

Contact: John Crisci (347) 643-8165 (2008-current)

PCI is on contract to assist NYCT evaluate all new safety sensitive sub contractors, contracting with NYCT, to ensure their drug and alcohol policies are in compliance with 49 CFR parts 40 and 655.

- **CDTA (Albany New York / Transit System)**

Contact: Mike Collins 518-482-7286

PCI was hired to prepare CDTA for an impending FTA audit. During the 3 day intensive training of the new HR person we established new protocols and created procedures to help ensure compliance with the regulations.

Three months later (12/2005) PCI was asked to come back to orientate a new safety manager on the management of the drug and alcohol testing program. A detailed report with suggestions and action items was submitted to management. PCI assisted CDTA to coordinate the program with new service providers, set up secure reporting systems, create confidential random testing procedures and generally assure that the record keeping met the standards set forth in the FTA guidelines.

- **State of West Virginia Department of Transportation – Transit Division (1999-2001)**

Contact: Cindy Fish, 304-558-0428

The State of West Virginia contracted with PCI as part of their program of oversight of their 5311 grantees.

PCI provided policy review, program guidance as well as on-site visits. The on-site visits included reviews of internal policies, procedures, documentation, security, paper trails and record keeping. Audits were conducted at collection sites and specific findings and recommendations were formulated to bring the service vendors into compliance.

During the course of this contract, the State of West Virginia was the subject of a Federal Drug and Alcohol Audit. PCI was available for consultation and assistance. The audit of five 5311 recipients was completed and the findings were few and easily addressed.

Since the Federal Audit, Bev was asked to present a "Train the Trainer" workshop for Supervisory Awareness Training. She participated in an "Audit Wrap-up" training session for all the 5311 the recipients. Bev also presented the new Part 40 and 655 regulations to the grantees during the Fall 2001 meeting.

**All work has been completed in a timely manner to the satisfaction of each of the PCI clients.*

Scope of Service In Response To The West Virginia RFQ

Precision Compliance, Inc. (PCI), in response to West Virginia's RFQ PRT09021, will provide the following services as defined in Section 2 of the RFQ.

2.1 PCI will prepare an introduction letter for all the transit system operators affected by this project. The letter will include at a minimum the 6 items stipulated in the RFQ.

2.2 When selected as the contractor PCI will review the existing generic policy to ensure compliance with the most current changes in the regulations. PCI will be available to assist any new system with their policy development, review and implementation.

2.3 PCI will assist new transit systems in identifying and evaluating vendor services in the transit systems local area. PCI will also assist any new systems with the implementation of the program to include, new employee awareness training and materials

2.4 PCI will conduct site visits to each of WVDPT's transit systems to ensure drug and alcohol testing regulations, policies and procedures are being followed. PCI will provide each system and DPT an approved report with the findings and necessary action items (if any) needed to address any findings. PCI will assume the responsibility of insuring that the system corrects all findings from the site visit to ensure compliance with the regulations.

PCI will also review the transit systems' oversight of the MRO, SAPs, BATs and STTs, collection sites, laboratories. When practical, PCI will visit the service vendors or review via phone the vendors' procedures if it is not logistically efficient to perform a site visit on behalf of the transit systems. PCI will work with the systems and their vendors to correct and deficiencies (if any) and notify the DPT when such corrections are made.

PCI will review and report on the procedures and services provided by any consortium/TPA providing services to WVDPT's transit systems. DPT will receive an approved report itemizing the findings as well as the corrections (if any) to any deficiencies.

2.5 PCI will work with any municipalities providing transit services and where the City is responsible for ensuring that its contractors are complying with the FTA regulations. The oversight functions will be reviewed and the findings will be

reported to the City as well as the DPT. PCI will ensure that all findings are addressed and a report of the deficiencies and corrections will be forwarded to DPT.

2.6 PCI will develop or review the existing checklist for DPT as an oversight tool to indicate that the transit systems' drug and alcohol testing policies and procedures are kept up to date and in compliance with the FTA regulations and best practices. The format of the checklist will be submitted for approval to DPT and will cover key areas of compliance.

2.7 PCI already has an available e-mail address (bkrieger@Precisioncompliance.com) and a toll free number (888-611-DRUG [3784]) for use by DPT and the West Virginia's transit systems

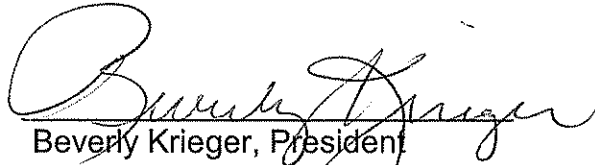
2.8 In the event the State of West Virginia is notified of an FTA audit or other administrative or legal matters concerning the State's oversight of the drug and alcohol testing regulations, PCI will provide all the necessary assistance necessary for a efficient, comprehensive response to the project, including but not limited to, gathering information and materials from the systems, traveling to any systems in preparation of the audit, assistance in responding to any findings, etc.

2.9 PCI will be available to conduct up to four, half-day Supervisory Awareness Training sessions on behalf of DPT, as well as up to four, full-day trainings on drug and alcohol regulations or any related subject matter deemed appropriate by DPT.

Attachment A

DBE Certificate

Precision Compliance, Inc. (PCI) is a woman owned enterprise. PCI understands the Division cannot give preference to minority firms, but federal regulations require the reporting of this information.



Beverly Krieger, President

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Office of Certification

4201 East Arkansas Avenue, Room 200
Denver, Colorado 80222
Main: 303-512-4140
Fax: 303-512-4146



April 9, 2008

Ms. Beverly Krieger
Precision Compliance, Inc.
1220 Ravenwood Road
Boulder, CO 80303

Dear Ms. Krieger,

ANNUAL APPROVAL OF CERTIFICATE #4199

The Office of Certification is pleased to inform you that **Precision Compliance, Inc.** has been reviewed and deemed eligible for continued participation in the United States Department of Transportation's (U.S. DOT) Disadvantaged Business Enterprise (DBE) Certification Program. This letter serves as your official certification. Your firm will continue to be included on the Colorado Uniform Certification Program's on-line directory of eligible DBE's. You can access the directory at www.dot.state.co.us/app_ucp/.

Certification number is 4199

Expiration March 31, 2011

Certified to participate as a DBE on U.S. DOT financially-assisted projects in the State of Colorado

For the duration of your firm's continued eligibility, business development assistance is available from Colorado's UCP members. To inquire about particular programs available through these entities, please contact them directly.

In accordance with U.S. DOT Regulations found at 49 CFR Part 26, your firm is certified for a period of three years, **provided annual updates are timely submitted**. You will be notified each **February**, the month prior to the anniversary of your certification, that your certification status must be re-evaluated. The notification provides instructions on documents to submit to the Office of Certification. However, should you not receive notification from this office during that month, it is your responsibility to contact us. Submittal of this information is necessary to ensure that there is no interruption in your certified status during the three-year period.

The State of Colorado's UCP partners wish you continued success in all your business endeavors.

Sincerely,

Greg Diehl, EO Supervisor
Office of Certification

Attachment B

Bid Forms