



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

State of West Virginia
 Request for Quotation

ORIGINAL

Proc Folder: 98247

Doc Description: Drug Screening/Testing

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-09-04	2015-10-08 13:30:00	CRFQ 0323 WWV1600000002	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

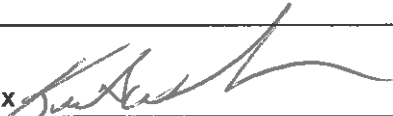
Health Research Systems Inc
 P.O. Box 524
 Huntington, WV 25710

PHONE: 304-521-2562

10/08/15 13:00:06
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X  FEIN # *55-0703755* DATE *10/7/15*

All offers subject to all terms and conditions contained in this solicitation



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

State of West Virginia
 Request for Quotation

ORIGINAL

Proc Folder: 98247

Doc Description: Addendum No. 1: To publish Mandatory Pre-bid Sign-in sheet

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-09-15	2015-10-08 13:30:00	CRFQ 0323 WWV1600000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

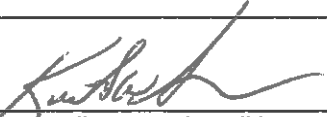
Vendor Name, Address and Telephone Number:

Health Research Systems Inc
 P.O. Box 524
 Huntington, WV 25710

PHONE: 304-521-2562

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X  FEIN # *53-8703755* DATE *10/7/15*

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 1: To publish the Mandatory Pre-bid Sign-in sheet.

The West Virginia Purchasing Division for the agency, WorkForce West Virginia, is soliciting bids to establish an open-end contract for mandatory drug screening and testing services required for individuals desiring to participate in training offered through the WorkForce Investment Act (WIA) Title 1 National Emergency Grant Training and WIA Title 1 Adult Dislocated Worker, and Youth Programs, per the attached specifications, documentation and terms and conditions.

INVOICE TO	SHIP TO
WORKFORCE WEST VIRGINIA FISCAL & ADMINISTRATIVE MANAGEMENT- 5301 112 CALIFORNIA AVE CHARLESTON WV25305-0112 US	WORKFORCE WEST VIRGINIA OFFICE OF ADMIN. SUPPORT - 5302 112 CALIFORNIA AVENUE CHARLESTON WV 25305-0112 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Drug Screening/Testing per specifications attached herein	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
85121810			

Extended Description :

Drug Screening/Testing per specifications attached herein

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Mandatory Pre-Bid Meeting @ 10:00 AM	2015-09-15
2	Vendor Question Deadline 10:00 AM	2015-09-22

WWW1600000002	Document Phase Final	Document Description Addendum No. 1: To publish Mandatory Pre-bid Sign-in sheet	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: WWV1600000002

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as BMS14028 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. To publish the Mandatory Pre-bid sign-in sheets.
2. Bid opening remains the same.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

SIGN IN SHEET

Page 1 of 2

Request for Proposal No.

PLEASE PRINT

Date: 9/15/15

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: Drug Testing Centers of America	100 Lee St West	PHONE 304-344-8378
Rep: Julia Barker	Charleston, WV 25302	TOLL FREE 888-838-3787
Email Address: julia.barker@drugtestingcenters.com		FAX 304-344-0069
Company: Drug Testing Centers of America	100 Lee St. West	PHONE 304-344-8378
Rep: Sandy Dingus	Charleston WV 25302	TOLL FREE 888-838-3787
Email Address: Sandy@drugtestingcenters.com		FAX 304-344-0069
Company: Analabs Inc.		PHONE 304-255-4821
Rep: Kelli Harrison		TOLL FREE 800-880-6406
Email Address: kharrison@analabsinc.com		FAX 304-255-2410
Company: HEALTH RESOURCES SYSTEMS	PO Box 524	PHONE 304-521-2562
Rep: Ken Schneider	HUNTINGTON, WV 25710	TOLL FREE 800-442-3826
Email Address: Kschneider@HEALTHRESOURCESYSTEMS.COM		FAX 304-521-4459
Company: WorkForce WV	112 California Ave.	PHONE 304-558-5050
Rep: Rachel Bowman	Charleston, WV 25320	TOLL FREE
Email Address: rachel.bowman@wv.gov		FAX

SIGN IN SHEET

Page ____ of ____

Request for Proposal No.

PLEASE PRINT

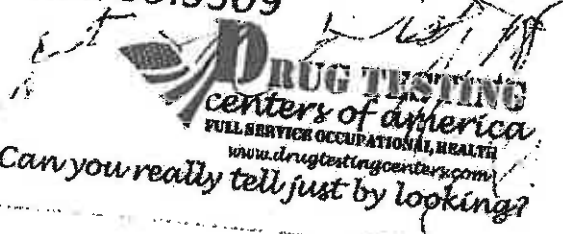
Date: _____

*** PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD**

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Work Force West Virginia</u>	<u>112 California Ave</u>	PHONE <u>304-558-5050</u>
Rep: <u>Angela Fry</u>	<u>Charleston, WV 25305</u>	TOLL FREE
Email Address: <u>Angela.m.fry@wv.gov</u>		FAX
Company: <u>Work Force West Virginia</u>	<u>112 California Ave</u>	PHONE <u>304-558-2631</u>
Rep: <u>Debbie Morgan</u>	<u>Chas. WV 25305</u>	TOLL FREE
Email Address: <u>debra.k.morgan@wv.gov</u>		FAX
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____
Company: _____	_____	PHONE _____
Rep: _____	_____	TOLL FREE
Email Address: _____	_____	FAX _____

SANDY DINGUS, RN, CEO
sandy@drugtestingcenters.com

606.793.3309



Can you really tell just by looking?

JULIA A. BARKER, VP OF OPERATIONS

julia.barker@drugtestingcenters.com

606.792.5693



Can you really tell just by looking?



ANALABS, INC.

"Our People Are The Difference"

Website: www.analabsinc.com

E-mail: kharrison@analabsinc.com

KELLI HARRISON

Vice President

Office: (304) 255-4221 • Fax: (304) 255-2410

1-800-880-8408 • Home: (304) 253-4292

Cell: (304) 222-1028

Mailing Address:

P.O. Box 1285

Crab Orchard, WV 25827

Shipping Address:

198 Dayton Street

Crab Orchard, WV 25827

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WWV160000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

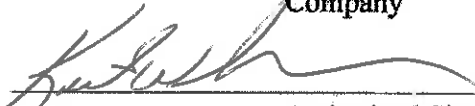
Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that 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.

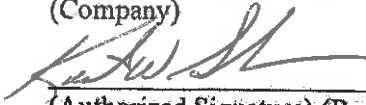
HEALTH RESEARCH SYSTEMS, INC
Company

KENNETH W SCHNEIDER Authorized Signature
10/7/15
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

HEALTH RESEARCH SYSTEMS, INC
(Company)

 KENNETH SCHNEIDER, OPERATIONS MANAGER
(Authorized Signature) (Representative Name, Title)

PH: 304-521-2562 Fax: 304-529-4459 10/7/2015
(Phone Number) (Fax Number) (Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: HEALTH RESEARCH SYSTEMS, INC

Authorized Signature: Kenneth W. Schneider Date: 10/7/15

State of West Virginia

County of Cabell, to-wit:

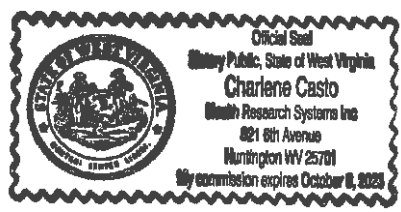
Taken, subscribed, and sworn to before me this 7th day of October, 2015

My Commission expires October 9th, 2023

AFFIX SEAL HERE

NOTARY PUBLIC Charlene Casto

Purchasing Affidavit (Revised 08/01/2015)



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
 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**,
 Bidder is a partnership, association or corporation resident vendor and 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 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**,
 Bidder is a 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; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**
 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**,
3. **Application is made for 2.5% vendor preference for the reason checked:**
 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 Bidder's 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; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

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 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.

Bidder: HEALTH RESEARCH SYSTEMS

Signed: 

Date: 10/7/15

Title: OPERATIONS MANAGER

EXHIBIT A- Pricing Page for Drug Screening Services

Description	Unit of Measure	Unit Cost	Estimated Number of Test	Extended Cost
Drug Screening / Testing	Each	\$43.75	1000	\$43,750.00
TOTAL BID AMOUNT				\$43,750.00

Estimated quantity is for bidding purposes only

Health Research Systems, Inc.

Technical Response to

RFQ #: WWV1600000002

Mandatory Drug Screening

For

Workforce West Virginia

**Submitted:
October 8th, 2015**

INTRODUCTION

Health Research Systems, Inc. (HRS) is pleased to submit this proposal to Workforce West Virginia (WFWV) for **CRFQ # WWV160000002, Mandatory Drug Screening Services**.

HRS is a vendor in good standing with the State of West Virginia and a long-time provider of services to various State agencies. HRS is also registered with the West Virginia Secretary of State's office and the State Purchasing Division.

At HRS we are aware of the requirement for WFWV to have a highly qualified provider that can ensure the delivery of all the required services in a timely and cost-effective manner. At HRS we have in place the systems and processes necessary to meet the State's requirement for an effective and efficient drug testing program.

Health Research Systems, Inc. (HRS) is a privately held West Virginia corporation based in Huntington, WV. The HRS Huntington and Charleston offices have expert personnel as well as the experience necessary to coordinate a program as intricate as the one proposed by WFWV. The Huntington, WV office will be responsible for the day-to-day operations of the program.

Mr. Michael Day, President and CEO of HRS, has twenty four (24) years of experience coordinating specimen collection and laboratory services for health services testing. He is able to provide expert testimony on program administration that stands behind the specimens collected by HRS personnel. 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. Ken Schneider is HRS's current operations manager with 24 years' experience in the health services industry. Mr. Schneider is recognized by The Drug and Alcohol Testing Industry Association (DATIA) as a certified Drug and Alcohol Testing Program Administrator. Mr. Schneider is also a certified Collection Technician and Breath Alcohol Technician Trainer. HRS uses only certified collectors and breath alcohol technicians. HRS currently provides administration for over 150 Drug-Free environment programs with more than 20,000 individuals involved in these programs.

SCOPE OF WORK – Technical Specifications

HRS, partnering with MEDTOX Laboratories and ClearStar Logistics Medical Review Office utilizing Compliance Information Systems Assistant PRO software, offers a total drug screening package.

HRS offers the following capabilities for the administration and management of the drug testing program for WFWV:

1. A wide network of clinics and collection sites capable of accommodating the needs of this program as stated in the RFQ.
2. The use of only SAMHSA – certified laboratories that employ a full-time toxicologist certified by the American Board of Forensic Toxicology.
3. Specimen collection conducted according to accepted guidelines and practices established by DHHS/NIDA and the USDOT to ensure security, integrity and confidentiality of specimen collections, donor information and test results. All specimens will be collected utilizing the “Split Specimen Collection Process” which in the case of a test challenge allows for the secondary analysis of the “B” sample at another SAMHSA certified laboratory. All specimens will be tested using an initial immunoassay screening process and in the event of a “non-negative” screen an automatic GC/MS confirmation test to confirm the positive result or eliminate a false positive.
4. HRS currently provides drug testing services to Workforce WV and WVDHHR, Child Protective Services utilizing a printed referral form as described in this RFQ. We are familiar with, and equipped to handle this requirement.
5. Specimen testing for each of the drugs listed in the RFQ with the specified cutoff levels whenever possible. The drugs tested for are:

Amphetamines
Cannabinoids / THC
Cocaine
Opiates
Phencyclidine
Benzodiazepines
Propoxyphene
Methadone
Barbiturates
Synthetic narcotics (Opiates), as required by the RFQ

6. Adherence to SAMHSA and USDOT established guidelines for specimen handling, shipping, results reporting and records retention.
7. All necessary collection supplies to include overnight transportation of the specimen (according to laboratory specifications) back to the lab for testing.

8. Unlimited toll-free phone access to expert help.
9. Expert testimony if required for litigation.
10. Internet and Intranet-based resulting and administration software which allows authorized WFWV personnel to receive results and other information electronically.
11. Specimens collected are documented on an accepted Chain of Custody Form (CCF). The CCF accompanies the specimen at all times, from collection to analysis. The CCF contains all pertinent information regarding the test and includes an acknowledgement from the donor that all seals and security labels were placed in their presence. The CCF is signed by both the specimen collector and the donor.

The following sections will detail the specifications and services requested for this RFQ.

Vendor Qualifications

Health Research Systems (HRS) agrees to meet or exceed the qualifications set forth below by the RFQ in section 3. These are listed below.

3.1. HRS's Laboratory, MedTox is certified by the Substance Abuse and Mental Health Services. Copy of certification will be submitted with bid response.

3.2 HRS's Laboratory MedTox employs a full-time, board certified, toxicologist of the American Board of Forensic Toxicology. Copy of Certification will be included with bid submission.

Specimen Collection, Laboratory, and Results Reporting

HRS will provide a SAMHSA certified laboratory. The split sample method of collection, handling and storage will be utilized as well as other USDOT collection protocols unless otherwise specified by WFWV. All specimens are initially screened for the presence of 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 donor's written request. Drug tests will be reported to WFWV according to the specifications detailed in the RFQ. WFWV will not be charged for tests that are not reported within the specified time frame if the delay was due to the negligence of the provider.

LABORATORY SERVICES

For laboratory services, HRS is pleased to provide WFWV with the services of MEDTOX Laboratories, located in St. Paul, Minnesota. MEDTOX is certified by SAMHSA and meets all applicable USDOT regulations. The address for MEDTOX is:

MEDTOX Laboratories, Inc.
402 West County Road D
St. Paul, MN 55112
Phone: 800.832.3244
www.medtox.com

All specimens are initially screened for the presence of the required 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 donor's request and approval by WFWV.

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.

Medical Review Officer Services

HRS will utilize ClearStar Logistics Medical Review Office to fulfill your Medical Review Officer requirements. The Medical Review Office is fully devoted to Medical Review issues and we are pleased to provide you with their services. The address for ClearStar Logistics is:

ClearStar Logistics
Medical Review Office
1990 W. Newhaven Ave, Suite 304
Melbourne, FL 32904
Telephone: 1.321.821.3383
Fax: 1.321.216.3155

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

All laboratory-positive results will be downloaded to the ClearStar MRO 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 prescription information and or medical history. ClearStar MRO adheres to strict rules of confidentiality. Test results for WFWV will not be released without the prior consent of the program's coordinator.

Mandatory Requirements

Health Research Systems (HRS) agrees to meet or exceed all mandatory requirements set forth in the RFQ in section 4. These are listed below.

4.1 Mandatory Contract Services Requirements and Deliverables: HRS will meet or exceed the mandatory requirements listed below.

4.1.1. HRS agrees to provide drug screening/testing in accordance with the following mandatory requirements.

4.1.1.1 HRS is responsible for collecting urine samples to test for substance abuse of Amphetamines, Cannabinoids/THC, Cocaine, Opiates, Phencyclidine (PCP), Benzodiazepines, Propoxyphene, Methadone, Barbiturates, and Synthetic narcotics substances for the clients referred to them by WFWV.

4.1.1.2 HRS will accept walk-in clients.

4.1.1.3 HRS will provide the required testing at their facilities and provide a listing of those facilities with their bid submission.

4.1.1.4 HRS's associated facilities business hours will accommodate clients between the hours of 8 AM to 5 PM Eastern Standard Time, Monday through Friday, except for all State and Federal holidays. HRS will work at finding local facilities available within these time frames. In some case hours may vary slightly or even be expanded.

4.1.1.5 HRS will require that the clients referred to them by WFWV have a valid Drug Test Authorization Form signed and that is provided by a WFWV representative and shall ensure that no drug tests are given after the established date shown on the WFWV developed form. This document is found in Exhibit D.

4.1.1.6 HRS will collect, test, record, submit for review, and legally support confirmations of test specimens in conformity within the concentration cutoff levels set forth below:

Initial Test Analyte	Initial Test Cutoff	Confirmatory Test Cutoff Concentration
Amphetamines	1000 ng	500 ng
Cannabinoids/THC	50ng	15 ng
Cocaine	300 ng	150 ng
Opiates	2000 ng	2000 ng
Phencyclidine (PCP)	25 ng	25 ng
Benzodiazepines	300 ng	300 ng
Propoxyphene	300 ng	300 ng
Methadone	300ng	300 ng
Barbiturates	300 ng	300 ng
Synthetic Narcotics	2000 ng	2000 ng

4.1.1.7 HRS has the capability to change screening cutoffs within thirty (30) days of a written request from Workforce West Virginia should the national cutoff levels be updated by U.S. Department of Health and Human Services or U.S. Department of Transportation.

4.1.1.8 HRSs Laboratory MedTox will determine the appropriate nanogram cut-off levels for drugs that have no threshold listed above.

4.1.1.9 HRS has all test results reviewed by a Medical Review Officer.

4.1.1.10 HRS agrees that specimens testing positive after both the screening and confirmation test shall be considered positive for the purpose of retaining the sample. Positive samples will be retained in a frozen state by the HRS's Laboratory MedTox for 365 calendar days.

4.1.1.11 HRS will provide any and split specimen testing or analysis required to either confirm a positive result or eliminate a false positive.

4.1.1.12 HRS will inform the participant of drug screen results via US Postal Service within forty-eight (48) hours after receiving results of specimen for negative tests. For positive results, the participant shall be informed via US Postal Service within forty eight (48) hours after HRS the results from the Medical Review Officer.

4.1.1.13 HRS will ensure that all test results are clearly marked as Pass or Fail.

4.1.1.14 HRS maintains an internet-based database of all test results. This database includes client name, address, client MACC ID number, and the test results.

4.1.1.14.1 HRS will provide confidential access to designated WFWV employees to this database. Upon award the HRS will be provided a list of agency designated employees.

4.1.1.15 HRS will maintain client records for six (6) years following the expiration/cancellation of any contract resulting from this request for quotation. This provision survives the termination of this contract.

4.1.1.16 At no additional cost to the agency the HRS shall support WFWV and the State of West Virginia with respect to all, legal, or otherwise related to its product, processes, confirmations, including providing answers to Interrogatories, depositions, and providing an expert witness or witnesses to testify in court and other witnesses if needed to support its chain of custody and efficacy of its product and laboratory confirmation services.

4.1.1.17 HRS has collection sites within 20 miles of all WFWV local offices as shown on Exhibit B. Upon award of contract, HRS will provide a list of addresses of their testing/collection facilities.

Confidentiality

HRS follows strict rules of confidentiality as required by the USDOT, SAMHSA, and Company policy. All test results and material acquired by the vendor in the course of performance of this contract shall become the property of the WFWV. Except as required by Federal Regulations, HRS 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 WFWV.

Other Relevant Services

HRS will provide relevant program services such as collector testimony, expert witness testimony, MRO testimony, and laboratory litigation packages as needed to maintain compliance with policies and procedures according to the guidelines set forth in the RFQ.

References

Health Research Systems, Inc. (HRS) is one of the largest providers of Drug and Alcohol testing and program administration in West Virginia. Our clients include private and public corporations, state and federal organizations and many other entities. Listed below are the names, addresses, and contact information for some of the accounts served by HRS. WFWV management should feel free to contact any of those listed as an indication of the level of service provided by HRS.

HRS has provided services for the State of West Virginia since 1995 when federal regulations went into effect mandating drug and alcohol testing for safety-sensitive employees. From 1995 to 2012 HRS has performed approximately 50,000 specimen collections for the State of West Virginia 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 at approximately 150 different locations each year. We have worked with the State whenever needed to streamline and simplify their programs 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. A list of relevant references is provided reflecting HRS's ability, reliability and experience to provide WFWV with the type of drug testing vendor it requires.

WORKFORCE WV

Rachel Bowman; Program Administrator
112 California Ave.
Charleston, WV 25305
Phone: 304-558-8414 Ext. 2237
Fax: 304-558-7029

HRS has provided screening services to Workforce WV since 7/2012 collecting over 4500 specimens.

WVDOT / Division of Highways

Natasha White; Human Resource Director
1900 Kanawha Blvd. East
Bldg. 5; Rm. 949
Charleston, WV 25305
Ph: 304-558-3111
Fax: 304-558-0340

From 1995 to 2007 and 2010 to present HRS provided collection and testing services to WVDOT/DOH compliant with the requirements of this and previous RFQ's. HRS collects approximately 2000 specimens per year totaling over 25,000 specimens collected.

The City of Huntington West Virginia

Sherri Lewis; Personnel Director
800 5th Avenue
PO Box 1659
Huntington, WV 25717
Ph: 304-696-5979 Ext. 7
Fax: 304-696-5991

TRI-STATE TRANSIT AUTHORITY (TTA)

Paul Davis; CEO
1120 Virginia Avenue West
Huntington, WV 25704-1618
Ph: 304-529-6094
Fax: 304-529-6093

City of Morgantown West Virginia

Terry Hough; Human Resources
389 Spruce St.
Morgantown, WV 26505
Ph: 304-284-7412
Fax: 304-284-7409

HRS is the current provider of DOT and non-DOT collection and testing services for the City of Morgantown.

Ownership of Materials

HRS follows strict rules of confidentiality, required by the USDOT, SAMHSA, and Company policy. All test results and material acquired by the vendor in the course of performance of this contract shall become the property of WFWV. Except as required by Federal Regulations, HRS 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 WFWV.

Implementation

HRS is prepared to begin providing services to WFWV within 15 days from the award of the contract.

Certificate of Accreditation



The Substance Abuse and Mental Health
Services Administration
certifies that

MedTox Laboratories, Inc.

St. Paul, MN

NLCP Laboratory Number: 0094

has successfully completed the requirements
of the National Laboratory Certification Program for urine laboratories in accordance
with the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Effective December 7, 1988

A handwritten signature in black ink, appearing to read "Pamela S. Hyde".

Pamela S. Hyde, J.D.
Administrator

Substance Abuse and Mental Health Services Administration



A handwritten signature in black ink, appearing to read "Frances M. Harding".

Frances M. Harding
Director

Center for Substance Abuse Prevention



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

DEC - 1988

Alcohol, Drug Abuse and
Mental Health Administration
Rockville MD 20857

Gary Hemphill, Ph.D.
Medtox Laboratories, Inc.
402 West County Road D
St. Paul, Minnesota 55112

Dear Dr. Hemphill:

I am pleased to inform you that Medtox Laboratories, Inc., St. Paul, Minnesota, has successfully met all of the requirements for laboratory certification as specified in the Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs (53 FR 11970).

Medtox Laboratories, Inc. will be placed on the list of laboratories certified as eligible to bid on contracts to perform drug testing for Federal Drug-Free Workplace Programs. The list of laboratories certified by the National Institute on Drug Abuse (NIDA) on behalf of the Department will be sent to all Federal agencies. Monthly updates to this list will be published in the Federal Register, and made available to the general public upon request.

To maintain certification from the Department of Health and Human Services (HHS), Medtox Laboratories, Inc. must continue to meet all the requirements of the Federal Guidelines as specified in Subpart C-- Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies. Maintenance of certification requires participation in an every-other-month performance testing program plus periodic, on-site inspections (see Sections 3.2(b), 3.17, 3.19 and 3.20).

If you have any questions concerning NIDA's National Laboratory Certification Program, please contact the Office of Workplace Initiatives at (301) 443-6780.

The HHS laboratory standards for urine drug testing certification were designed to assure Federal agencies and their employees that the laboratories and scientific and methodological procedures used are of the highest quality. Your laboratory is to be congratulated for meeting all of the requirements of the Department's program.

Sincerely,


Charles R. Schuster, Ph.D.
Director

National Institute on Drug Abuse

MEDTOX Laboratories, Inc. is uniquely qualified to provide urinalysis drug testing services for the COTA. MEDTOX was one of the first 10 laboratories in the nation to be certified by NIDA (now SAMHSA) in 1988. Currently, we hold certifications from SAMHSA, College of American Pathologists, CLIA, the DEA and HCFA (Health Care Financing Administration). We have never lost a legal challenge of our drug test results, and have grown to become one of the nation's largest single-site laboratory companies.

Our laboratory facility in St. Paul, MN currently performs more than 60,000 immunoassay-screening tests on approximately 10-12,000 forensic drug-testing specimens per day. In addition, we also perform more than 500 GC/MS confirmations per day. This volume makes MEDTOX the third largest drug-testing laboratory company in the country.

Our manufacturing facility in Burlington, NC produces over 1,500,000 on-site drug testing devices per year. In 2003 MEDTOX spent over \$2 million expanding this facility. In terms of diagnostic device manufacturing, our Burlington facility can produce well over three times the current production.

Our company spends over \$1 million on R&D per year, and an equivalent amount on laboratory system enhancements. We provide bar codes for all specimens, courier bags, and specimen aliquots. All requisition forms are scanned into our data management system. Results can be reported by PC download, interactive voice response system, and automated fax board or through our results reporting system on the internet.

MEDTOX has a dedicated government department which strictly works with criminal justice, social service and rehabilitation agencies to manage and/or develop drug testing programs and specialized training. The individuals in this department come from social services and law enforcement backgrounds. They are sensitive to agency needs from personal years of experience in similar fields. This allows the government department to customize programs to address the needs of an organization and help to reduce offender recidivism.

In an industry where drug testing is often viewed as a commodity, MEDTOX has earned a reputation as a client-oriented company providing superior service, technical expertise, and unquestionable quality.

Since 1984, MEDTOX Laboratories has specialized in toxicology for other reference labs, outreach labs, and hospital labs. Our clients include private and public corporations, rehabilitation organizations, hospitals, state and federal governmental agencies and many other varying types of organizations. MEDTOX offers an extensive menu of tests covering, biological monitoring, drugs of abuse testing, and therapeutic drug monitoring and forensic analysis. In addition, MEDTOX participates in (and receives recertification from) many proficiency programs, a testament to our passion for testing quality and accuracy.

- MEDTOX is trustworthy, experienced and reputable, maintain ethical standards, deliver exceptional service and have an unblemished track record of analytical quality.
- MEDTOX is a profitable organization, well managed, dedicated to drug testing as a core competency, and have a sense of vision for the future.
- MEDTOX poses cutting edge technology and have the ability to deliver new ideas, develop new products and utilize state of the art equipment and information systems.
- MEDTOX has the ability and desire to customize a program that meets the needs of their individual clients.
- MEDTOX has the ability to achieve quick turn around time without sacrificing overall quality.
- MEDTOX has multiple options for reporting of test results and be responsive when additional information is needed. Having a real voice on the phone as opposed to automated or immediate voice mail systems would be optimal.
- MEDTOX has live and dedicated customer service teams and have an account transition process in place that makes the start-up phase with a new account seamless.
- MEDTOX is able to provide “one stop shopping” for all program management services.
- MEDTOX provides specialized DAR (Drug Abuse Recognition) training for Criminal Justice, Social Service and Rehabilitation Agencies.
- MEDTOX has an extensive list of sub-contracted collection site network throughout the nation.



ClearStar Logistics Medical Review Office

ClearStar Logistics' Medical Review Office (CSL-MRO) maintains full compliance with State and Federal statutes pertaining to drug screening and drug reporting; specifically focused on the gold standard for drug screening compliance, DOT's 49 CFR part 40. Many times in non-regulated programs, DOT's standards are used as a benchmark for a successful program.

Our licensed Medical Review Officers oversee a staff, who together reviews every single drug screen that comes into our office. All negatives are released the same day, after a match-up of the electronic lab result with the paper MRO copy of the Custody and Control Form (CCF). All presumptive positives, or non-negatives, are carefully reviewed for accuracy and audited to make sure the Chain of Custody has not been compromised. Once this review process is complete, the doctor then makes attempts to call the donor to conduct the MRO Interview. The purpose of this interview is to see if there is any legitimate reason that the drug, they were found positive for, is in their system. Based on this interview the doctor will either leave the result a positive or overturn it to a negative. If the doctor does overturn the result based on a prescription medication, that prescription will have been verified by the prescribing doctor or the filling pharmacy. A positive result typically takes 48-72 hours from the time the lab receives the specimen, depending on how soon the donor can be reached.

All results, negative and positive, are electronically double-checked by our state-of-art, industry specific MRO software. In addition, all non-negatives go through a last "triple check" by a senior MRO Assistant who makes sure all steps were conducted properly. All of these "extra" steps are done to assure our clients that when they receive a result; it is the true result for that drug screen.

TODD SHOULBERG
Director of Sales
ClearStar Logistics

1990 W New Haven Ave, Suite 304
Melbourne, FL 32904
Direct: 321-821-3383 • Fax: 360-326-1808
www.clearstarlogistics.net



Theodore F. Shults, MS, JD
Chairman
(919) 489-5407

American Association of Medical Review Officers

March 28, 2013

Verification of Certification for: Charles Moorefield, M.D.
Charles Moorefield M.D., P.A.
1856 Lake Grove Lane
Orlando FL 32806

Certification Number: 930207214

**Most Recent Certification
or Recertification Date:** March 17, 2013
Certification Expires Five Years From This Date

This notice serves as verification that the above-referenced physician has been certified as a Medical Review Officer (MRO) through the American Association of Medical Review Officers (AAMRO). Recertification is required every five years to remain in good standing.

The referenced physician is listed in the AAMRO registry of Certified Medical Review Officers (www.aamro.com).

Theodore F. Shults, J.D., M.S.
Chairman

Collection Site Locations, Hours, and Distance From One Stop Centers

One Stop Workforce WV Field Offices	Collection Site	Site Address	City	ST	Zip	Hours	Mile to Site
Beckley Workforce WV	Analabs	196 Dayton Street	Crab Orchard	WV	25827	Mon-Fri 8am-5pm	5.2
Charleston Workforce WV	Health Research Systems-Dunbar	337 12th Street	Dunbar	WV	25064	Mon-Fri 8am-5pm	4
Clarksburg Workforce WV	MedExpress Clarksburg	101 Emily Drive	Clarksburg	WV	26301	Mon-Sun 8am-8pm	5
Elkins Workforce WV	Davis Memorial Hospital	812 Reed St & Gorman Ave	Elkins	WV	26241	Mon-Fri 8am-4pm	1.1
Fairmont Workforce WV	MedExpress Fairmont	630 Fairmont Avenue	Fairmont	WV	26554	Mon-Sun 8am-8pm	1
Greenbrier Valley Workforce WV	MedExpress Lewisburg	1318 Jefferson Street NorthSuite A	Lewisburg	WV	24901	Mon-Sun 8am-8pm	4
Huntington Workforce WV	Health Research Systems-Huntington	821 6th Ave	Huntington	WV	25701	Mon-Fri 8am-5pm	4
Logan Workforce WV	Quality Drug Testing WV	4130 Hanging Rock Hwy (3 Mile Curve)	Stollings	WV	25646	M-F 8-4	5
Martinsburg Workforce WV	Med Express Martinsburg	83 Retail Commons Pkwy	Martinsburg	WV	25403	Mon-Sun 8am-8pm	3
Mercer County Workforce WV	Med Express Princeton	277 Greasy Ridge Rd.	Princeton	WV	24740	Mon-Sun 8am-8pm	3.5
Morgantown Workforce WV	MedExpress Morgantown	215 Don Knotts Blvd	Morgantown	WV	26501	Mon-Sun 8am-8pm	3.1
New Martinsville Workforce WV	EZCare New Martinsville	260 Russell Ave.	New Martinsville	WV	26155	Mon-Fri 9am to 5pm	1.5
Parkersburg Workforce WV	MedExpress S. Parkersburg	2832 Pike Street Ste. 1	Parkersburg	WV	26101	Mon-Sun 8am-8pm	5
Parkersburg Workforce WV	MedExpress Vienna	1500 Grand Central Ave Ste 115	Vienna	WV	26105	Mon-Sun 8am-8pm	2
Point Pleasant Workforce WV	Pleasant Valley Hospital	2520 Pleasant Valley Dr.	Point Pleasant	WV	25550	Mon-Fri 8:00-4:30	2
Putnam Workforce WV	Health Research Systems-Dunbar	337 12th Street	Dunbar	WV	25064	Mon-Fri 8am-5pm	14.5
South Branch Workforce WV	EZCare Moorefield	747 N Main St, Ste C	Moorefield	WV	26836	Mon-Fri 9am to 5pm	1
Summersville Workforce WV	Summersville Memorial Hospital	400 Fairview Heights R	Summersville	WV	26651	Mon-Fri 10am-4pm	1.3
Weirton Workforce WV	MedExpress Weirton	218 3 Springs Drive	Weirton	WV	26062	Mon-Sun 8am-8pm	2.6
Welch Workforce WV	Welch Community Hospital	454 McDowell Street	Welch	WV	24801	Mon-Fri 8 am-4:30 pm	1
Wheeling Workforce WV	MedExpress Wheeling	620 National Road Ste 300	Wheeling	WV	26003	Mon-Sun 8am-8pm	4.5