

ORIGINAL

04/17/17 11:50:04
Purchasing Division

Health Research Systems, Inc.
Technical Response to CRFQ 0803 DOT1700000074
Drug and Alcohol Testing Services
West Virginia Department of Transportation
Division of Highways
Human Resources Division



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

State of West Virginia
 Request for Quotation
 23 – Laboratory

Proc Folder: 311235

Doc Description: Drug and Alcohol Testing Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-24	2017-04-18 13:30:00	CRFQ 0803 DOT1700000074	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:

FOR INFORMATION CONTACT THE BUYER
Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Signature X <i>Marilee Hutchinson</i>	FEIN # 55-0703755	DATE 04/13/2017
All offers subject to all terms and conditions contained in this solicitation		

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation (WVDOT) to establish an open-end contract for drug and alcohol testing services including employees in all fifty-five (55) counties. These services will include generating random selections, preparing annual information reports, coordinating urine and/or breath collections, coordinating laboratory testing, and work site collections, per attached documents.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV25305 US	DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Pricing shall be completed on Exhibit A Pricing Page.				

Comm Code	Manufacturer	Specification	Model #
85121810			

Extended Description :

DRUG AND ALCOHOL TESTING SERVICES:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line. Vendor shall enter pricing into the Exhibit_A Excel page and must attach with bid. See section 18 of Instructions to Bidders.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by:	2017-04-03

DOT170000074	Document Phase Final	Document Description Drug and Alcohol Testing Services	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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

Authorized Signature: Merilee Hetcherson Date: 4/13/2017

State of West Virginia

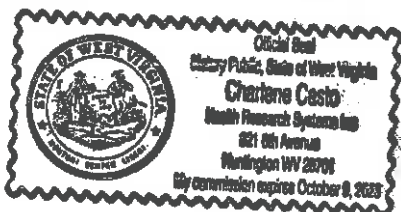
County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 13th day of April, 2017

My Commission expires October 9th, 2023

AFFIX SEAL HERE

NOTARY PUBLIC Charlene Costo



DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Merilee Hutchinson, Operations Manager
(Name, Title)
Merilee Hutchinson, Operations Manager
(Printed Name and Title)
821 6th Avenue Huntington, WV 25701
(Address)
Phone: 304-521-1422 Fax: 304-529-4459
(Phone Number) / (Fax Number)
mhutchinson@healthresearchsystems.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated 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)

Merilee Hutchinson, Operations Manager
(Authorized Signature) (Representative Name, Title)

Merilee Hutchinson Operations Manager
(Printed Name and Title of Authorized Representative)

4/13/2017
(Date)

Phone: 304-521-1422 Fax: 304-529-4459
(Phone Number) (Fax Number)

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;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **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 that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's 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) rescind the contract or purchase order; 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.

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: Merilee Hutchinson

Signed: Merilee Hutchinson

Date: 4/13/2017

Title: Operations Manager

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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

**State of West Virginia
 Request for Quotation
 23 – Laboratory**

Proc Folder: 311235

Doc Description: ADDENDUM_1: Drug and Alcohol Testing Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-10	2017-04-18 13:30:00	CRFQ 0803 DOT1700000074	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:

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature X *Merilee Hutchinson*

FEIN # *55-0703755*

DATE *4-11-17*

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

ADDITIONAL INFORMATION:

ADDENDUM 1: Is issued for the following:

1.To publish the Agency response to the Vendor(s) questions submitted during the Technical Question period.

NO OTHER CHANGES.

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV25305 US	DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A317 CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Pricing shall be completed on Exhibit A Pricing Page.				

Comm Code	Manufacturer	Specification	Model #
85121810			

Extended Description :

DRUG AND ALCOHOL TESTING SERVICES:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line. Vendor shall enter pricing into the Exhibit_A Excel page and must attach with bid. See section 18 of Instructions to Bidders.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by:	2017-04-03

DOT1700000074	Document Phase Final	Document Description ADDENDUM_1: Drug and Alcohol Testing Services	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ 0803 DOT1700000074

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0803 DOT1700000074 ("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 Agency's response to the Vendor's questions submitted during the Technical Question period.

No other changes made.

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.

DOT DRUG AND ALOCHOL TESTING SERVICES

If applicable, the original language in contract will be listed first with question and answer to follow.

1. Question # 1: What is the average number of drug tests completed on a yearly basis for WV DOH?

Answer: WVDOT's current random testing rate for Covered Employees is 50% for drug tests, and 25% for alcohol tests, annually. An average year for DOH's total testing is around: 1900 drug tests and 650 alcohol tests

2. Concerning Exhibit A – Pricing Page

Question # 2: As far as drug screen and BAT pricing our understanding is this is what is being requested:

- A. Mobile on-site scheduled testing- during business hours
- B. Mobile on-site scheduled testing- after business hours
- C. Mobile on-site unscheduled testing- during business hours
- D. Mobile on-site unscheduled testing- after business hours

Answer: Yes, but in addition, we would expect that clinics would be needed for frequent, often daily, Pre-employment tests, and at other times. We need those charges (Pricing Page-#6 Clinics) as well.

3. Question # 3: Would there be a need to have clinics identified that you might send employees to during business hours for collection or is it all done via mobile collection?

Answer: Yes, upon award of the contract the Agency would need to know the designated Clinics, so as to communicate the Clinic's name and location to the employee, or prospective employee to complete their testing.

4. Question # 4: Who is your current TPA?

Answer: Health Research Systems Inc./EMSI (HRS) of Huntington, WV.

5. Question #5: What laboratory are you using for the analysis?

Answer: Through HRS, our laboratory is MedTox of Saint Paul, MN.

6. Question #6: Please provide a current list of your collection sites.

Answer: Exhibit B lists around sixty (60) WVDOT addresses that are sites for random testing. Also, our current Vendor utilizes twenty (20) Clinics, conveniently located across the state to meet the demand for frequent testing.

7. Question #7: On Exhibit A- #4 – Please explain Clinics- what are you referring to?

Answer: Clinics are third party individuals designated by you to perform drug and alcohol testing on your behalf. This would be for single tests where cost or time requirements would keep the vendor from performing the test.

8. Question #8: Do you do any Non-DOT testing? If yes, how many were completed in 2016?

Answer: Some vehicle mechanics, even though they do not possess a Commercial Drivers' License, are regulated to participate with our Testing Program. These employees, approximately fifty (50), are the only employees who could be considered as Non-DOT.

9. Question #9: Do you require on-site collections? If yes, please provide the names of the on-site collectors.

Answer: Yes, HRS's (see Question #4) employees complete all on-site collections. In 2016, we utilized their services to complete on-site collections on approximately 80 different days. On an average day of testing, the collector(s) will be expected to visit 2 or 3 testing locations. In 2016, over 1300 on-site urine samples, and over 600 breath samples were processed.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0803 DOT1700000074

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

Meilee Hutcherson
Authorized Signature

4-11-2017
Date

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

INTRODUCTION

Health Research Systems, Inc. (HRS) is pleased to submit this proposal to the West Virginia Department of Transportation / Division of Highways, Human Resources Division (hereinafter referred to as WVDOH) for **CRFQ# 0803 DOT 170000074** Drug and Alcohol Testing Services.

At HRS we are keenly aware of the requirement for WVDOH 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:

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

Health Research Systems, Inc. (HRS) is a privately held corporation based in Huntington, WV with offices in Huntington, WV and Columbus, Ohio. HRS has expert personnel as well as the experience necessary to coordinate a program as intricate as that of WVDOH.

Mr. Michael Day, President and CEO of HRS has twenty five (25) years experience coordinating specimen collection services for occupational health 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. Day is also a Certified Breath Alcohol Technician trainer for the Alco-Sensor VXL evidential breath testing device (EBT) as well as a Factory Authorized Calibration Technician and is able to provide expert testimony in this field as well.

Mrs. Merilee Hutchinson is HRS's current operations manager with 9 years of management experience and 3 years of experience in the health services industry. Mrs. Hutchinson previously held the Program Administrator position as well as a Collections Services Technician Trainer and Breath Alcohol Technician. HRS's professional staff currently oversees the operation of over 100 programs of this nature with approximately 12,000 covered employees involved in these programs. HRS collects over 30,000 drug and alcohol collections per year.

SCOPE OF WORK – Technical Specifications

HRS, along with ClearStar Logistics MRO services, MEDTOX Laboratories, utilizing Compliance Information Systems “Assistant PRO” software, offers a total drug and alcohol program management package. This package is designed for companies who have employees regulated by the USDOT. The program also covers those non-regulated employees needing drug testing for random, pre-employment and other drug testing situations as required by WVDOH’s policy.

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

- ⇒ Mobile specimen collection service performed on-site in compliance with 49 CFR Part 40 of the federal regulations by certified collectors from HRS.
- ⇒ 24-hour emergency service for Post Accident and Reasonable Suspicion testing.
- ⇒ Specimen testing by SAMHSA certified laboratory for the DOT mandated five drug panel (marijuana “THC”, cocaine, opiates, amphetamines, and phencyclidine “PCP”), with testing available up to 9 panels, using the split sample method of collection, handling and storage.
- ⇒ Laboratory analysis of urine specimen by immunoassay technology for screening purposes and automatic gas chromatography / mass spectrometry (GS/MS) confirmation of any screened positive drug test results.
- ⇒ Specimen adulteration assays performed by the laboratory free of charge.
- ⇒ Medical Review Officer (MRO) services for reviewing and reporting all drug results.
- ⇒ All necessary collection supplies to include overnight transportation of the specimen (according to laboratory specifications) back to the lab for testing.
- ⇒ Breath alcohol testing performed by certified Breath Alcohol Technicians (BATs) using Evidentiary Breath Testing (EBT) devices that meet the DOT/NHTSA requirements, for in-office and mobile (on-site) testing.
- ⇒ Collectors trained to collect blood specimens when required.
- ⇒ Confirmatory testing on all breath alcohol concentrations of 0.02 or greater.
- ⇒ No extra charges for wait time on mobile collection events.
- ⇒ Submission of blind samples to the laboratory for DOT required performance testing.
- ⇒ Unlimited toll-free phone access to expert help.

- ⇒ Expert testimony.
- ⇒ Supervisor training via web based or live presentation.
- ⇒ Internet and Intranet based resulting and administration software which allows the WVDOH to receive results and other information electronically in order to ensure efficiency and confidentiality of their program.

The following sections will detail the specifications and services required by **CRFQ 0803 DOT 1700000074**

Vendor Requirements – Drug and Alcohol Testing Services

Random Selection

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

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

A sufficient number of covered employees for testing during each calendar year are selected to satisfy the annual selection rate determined by the USDOT, FMCSA and WVDOH's policy. Random selections are reasonably spread throughout the calendar year. The method of selection used shall be in compliance with Title 49 CFR Part 40.

The districts selected for random testing will be communicated to the DER of WVDOH and then HRS's Huntington office personnel will work with the coordinator to accomplish the testing within each district.

A more complete description of the software's capability and functionality are described in vendor requirement.

Specimen Collection, Laboratory, and Results Reporting

Breath alcohol testing and urine collection for drug screening requires trained, professional Breath Alcohol Technicians (BATs) and collectors. Lending leadership and support to the BAT/Collectors are corporate management personnel who are fully knowledgeable of Federal requirements and have attained a level of expertise in developing and administering complex programs.

This type of highly qualified support is necessary for programs such as that of the WVDOH due to the need for:

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

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

For laboratory services, HRS is pleased to provide WVDOH with the services of MEDTOX Laboratories, located in St. Paul, Minnesota. MEDTOX is certified by SAMHSA and meets Federal 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

A more complete description of the services provided by the laboratory is included under the heading of subcontractors.

Breath Alcohol Testing Procedures and Equipment

HRS has selected the Alco-Sensor VXL evidential breath testing device (EBT) manufactured by Intoximeter, Inc. This unit, which is utilized by all HRS offices, allows HRS to transfer and print a label with the required test information. This combination of equipment was selected for several reasons:

Approved by the DOT and is on NHTSA's Conforming Products List (CPL)

Fully automated equipment

Menu driven prompts, providing BAT with step-by-step instructions

Automatic sampling of deep lung breath

Capable of downloading data to a printer

Automatic confirmation of breath alcohol concentrations in excess of 0.02.

Supervisor Required for Mobile Collections

No collection event will be started or conducted without the presence of the organization's site supervisor who is in charge of the testing program for that site.

Adulteration Assays

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

Rejected Specimens

If the client or laboratory reports troubled and/or rejected specimens these reports are sent to the Operations Manager. Upon receipt of this information several measures are taken to correct the error with the collector and to coordinate a second specimen being collected. In addition if troubled specimens can be salvaged by affidavit it is secured as soon as possible and forwarded to the appropriate entity (lab, MRO, client). After the immediate intervention has occurred the collector will be referred for retraining if needed. The rejected specimens will not result in fees to WVDOT.

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 Medical Review Office
1990 W New Haven Ave, Suite 304
Melbourne, FL 32904
Telephone: 1.321.821.3383
Fax: 1.360.326.1808

A complete description of MRO services being provided are listed under subcontracted vendors.

Service times and 24 hour Emergency Services

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

HRS's Huntington branch office is located at 821 Sixth Avenue, Huntington, West Virginia 25701, and the toll-free phone number is 1-800-442-3926. The hours of operation are 8:00 am - 5:00 pm Monday through Friday. The Huntington branch office will be responsible for the day-to-day operations of your program.

Emergency collections for post-accident and for cause testing can be the most difficult aspect of an employer's testing program. Often the employer is faced with a high number of canceled, rejected or troubled specimens, plus they encounter lengthy response times. HRS, however, has the most effective emergency response system in the collection industry. HRS has had procedures in place since 1995 to handle 24-hour emergency calls from a large geographic area. The toll-free number (800-442-3926 extension 6) is established for use by HRS clients. Once emergency calls are received through the 800 number, the Emergency Coordinator at our branch headquarters is notified. He or she then contacts the client to gain logistical information on the type of collection required and the collection location to be serviced. The Emergency Coordinator then contacts appropriate collection services personnel and coordinates all details for the collection.

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

Pre-Employment, Follow-up, and Return to Duty Collections

HRS will utilize local medical facilities within the districts of WVDOH to provide these types of collections whenever possible. The use of these facilities will be mutually agreed upon by HRS and WVDOH. If facilities are not available, HRS will provide these collections on a mobile on-site basis.

Blood Specimen Collection

HRS has phlebotomists on staff to provide collections for blood specimens should it be required by the WVDOH. The selected laboratory is also fully equipped to test blood specimens for the presence of alcohol and/or drugs.

Blind Specimens

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

The blind specimen program involves:

- The completion of all CCF documents with false identification and Social Security numbers.
- The submission of blind specimens directly to the contract laboratory via the laboratories existing courier or overnight specimen transfer process.
- The submission of reports to the client which verifies the blind specimen test results and DOT compliance.

Program Management and Results Reporting Software

Compliance Information Systems "Assistant" software provides the utmost in drug free workplace and random selection program management. Employers, schools, drug courts, professional sports organizations and federally regulated (DOT) companies utilize Assistant to help manage nearly every aspect of their drug and alcohol testing needs.

Feature highlights:

Record Keeping: Keep record of drug and alcohol testing results for all types of testing (i.e. random, post-accident, reasonable suspicion, etc.) and for all types of testing (i.e. urine drug, hair drug, instant cup, breath alcohol, etc.). Nearly all information regarding the collection, lab analysis and medical review of a test can be recorded and easily retrieved at any time.

Random Selection: Flexible random program options allow Assistant to manage testing for all DOT and other federally regulated industries as well as general drug free workplace and similar programs. Pure random selection, double random, crew selection, consortium and weighted selection options ensure your program's needs will be met.

Scheduling: Assign a date, time and collection site for each test and print customizable notification letters with instructions for your personnel.

Results Downloading – Labs/MROs: Assistant can allow simple result downloading from the largest network of participating laboratories in the industries. Quest Diagnostics, LabCorp, Medtox, Kroll, CRL, PAML, Advanced Toxicology Network, Maxxam Analytics and many others. Results are sent via 128 bit–encrypted packets for easy import. This service improves workflow efficiencies and reduces data entry errors related to repetitive manual data entry processes.

Results Reporting: For those needing to report results to others, Assistant allows you to create reporting profiles that allow you to email, fax or send results to the web with the click of a mouse. Advanced result filtering allows you to send targeted results to specific individuals.

Reports: Over 70 pre-loaded reports allow you to get at the information you need. From statistical reports to drug test result reports to test activity tracking, Assistant can deliver. MIS reports for DOT regulated programs can be generated in a few simple clicks.

Medical Review: Simple-to-use features allows in-house MROs to update test records with interview information and final result information.

Employee Assistance Programs – EAP: Custom follow-up test plans can be created for individuals requiring monitoring. Simply determine the number of months and types of testing required for an individual and Assistant will help you manage follow-up testing as needed.

Imaging: Assistant allows you to attach a PDF image of a COC/CCF to a test when connected to any "Twain-compliant" scanner.

CIS Assistant Random Selection Verification is included as **Exhibit 1**.

Confidentiality

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 the WVDH. 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 the WVDH.

Subcontractors

HRS will subcontract the Laboratory and Medical Review Officer portions of this RFQ.

LABORATORY SERVICES

For laboratory services, HRS is pleased to provide WVDH with the services of MEDTOX Laboratories, located in St. Paul, Minnesota. MEDTOX is certified by SAMHSA and meets Federal 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

Laboratory specimen screening will be performed using immunoassay technology for the following DOT mandated five drug panel with the 2010 updated cutoff levels and testing for Heroin metabolites (6 MAM) and Ecstasy (MDMA):

- Opiates
- Cocaine
- THC
- Amphetamines
- Phencyclidine

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

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

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

MRO 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 New Haven Ave, Suite 304
Melbourne, FL 32904
Telephone: 1.321.821.3383
Fax: 1.360.326.1808

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

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

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

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

ClearStar MRO adheres to strict rules of confidentiality. Test results of the WVDOH will not be released without the prior consent of the WVDOH's program coordinator.

MRO Credentials are included as **Appendix B**.

Other Relevant Services

HRS will provide at no charge to WVDOH relevant program services such as collector testimony, expert witness testimony, MRO testimony, and laboratory litigation packages as needed to maintain compliance with WVDOH policies and procedures.

Written Reports

As part of the software package provided HRS will make available reports to the WVDOH to maintain the necessary written documentation to satisfy the USDOT requirements as well as WVDOH's own internal reporting needs.

Wait Time

HRS will not charge WVDOH for wait time related to the delay of testing due to employees not being able to provide a specimen.

Setup and Renewal Fees

Initial setup and annual account renewal fees will be waived by HRS for the purposes of this contract.

Insurance Requirements

HRS currently carries the following insurance coverage

- * PUBLIC LIABILITY INSURANCE
General and Professional Liability insurance coverage as follows:

\$1 million per incident, and \$2 million aggregate.

- * PROPERTY DAMAGE
Coverage meets or exceeds the limits set forth in the RFP.

- * AUTOMOBILE INSURANCE
Coverage meets or exceeds the limits set forth in the RFP.
- * EMPLOYEE DISHONESTY INSURANCE
Contractor only. Coverage meets or exceeds the limits set forth in the RFP.
- * WORKERS COMPENSATION INSURANCE
Contractor only per agent. Coverage meets or exceeds the requirements.
- * UMBRELLA LIABILITY INSURANCE
Contractor only. Coverage meets or exceeds the limits set forth in the RFP.
- * PROPERTY LOSS OR THEFT
Not applicable.

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. WVDOH should feel free to contact any of those listed as an indication of the level of service provided by HRS.

HRS provided services for the WVDOH since 1995 when federal regulations went into effect mandating drug and alcohol testing for safety-sensitive employees. From 1995 to 2007 and from 2011 to 2016 HRS performed approximately 30,000 specimen collections for the WVDOH in all situations: random, pre-employment, reasonable cause, follow up and emergency testing. We have performed testing in each of the 55 counties in West Virginia for the WVDOH at approximately 150 different locations each year. We have worked with the WVDOH Program Coordinator whenever needed to streamline and simplify the WVDOH program to provide the best service available. We have shown that we are dependable as well as accurate and detail-minded, and that we have the experience necessary to provide delivery of the required services in a timely and professional manner.

A list of relevant references will be provided on **page 12** of this response reflecting HRS's ability, reliability and experience to provide WVDOH with the type of drug and alcohol testing vendor it requires.

References

WVDOH / Division of Highways

Gordon Cook; Human Resources
 1900 Kanawha Blvd. East
 Bldg. 5; Rm. 949
 Charleston, WV 25305
 Ph: 304-558-9790
 Fax: 304-558-0340

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

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

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

Lincoln County Board of Education

Tammy Parsons; Transportation
 10 Marland Avenue
 Hamlin, WV 25523
 Ph: 304-824-7474 Ext. 269
 Fax: 304-824-3017

HRS is the current provider of DOT and non-DOT collection and testing services for Lincoln County Board of Education Transportation Dept.

TRI-STATE TRANSIT AUTHORITY (TTA)

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

HRS is the current provider of DOT and non-DOT collection and testing services for TTA

Other Requirements

Confidentiality / 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 the WVDOH. 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 the WVDOH.

Implementation

HRS is prepared to begin providing services to the WVD0H 10 days from the award of the contract.

HRS is willing to provide services to meet the requirements of Exhibit 4, page 5 of the RFQ entitled "Local Government Bodies" as long as the volume of tests and location parameters are comparable to the services provided for WVD0H as part of this contract.



Exhibits

Exhibit A- Pricing Page

Exhibit B- ClearStar Medical Review Office Informational Letter

Exhibit C- Dr. Charles Moorefield MRO Certificate

Exhibit D- Dr. Charles Moorefield Recertification

Exhibit E- Dr. Charles Moorefield Continuing Medical Education

Exhibit F- MedTox SAMHSA Certification Letter

Exhibit G- MedTox SAMHSA Certificate

Pricing Pages

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

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

	Usage Sample Totals	Unit of Measure	Cost Of Each Test/Item	Total For Each Line
1. Drug Screening	2000	per test	\$ 32.25	\$ 64,500.00
After Hours	30	per test	\$ 32.25	\$ 967.50
2. Alcohol Testing	700	per test	\$ 8.00	\$ 5,600.00
After Hours	20	per test	\$ 8.00	\$ 160.00
3. Professional Services				
Collector Testimony	10	per day	No Charge	No Charge
Deposition	10	per day	No Charge	No Charge
Expert Witness Testimony	10	per day	No Charge	No Charge
Laboratory Litigation Packages	2	each	No Charge	No Charge
4. Clinics (total cost, i.e. charge for clinic visit + cost of test)	600	per test	\$ 42.25	\$ 25,350.00
5. Blind Specimens	54	per specimen	No Charge	No Charge
6. No-Show Charges	70	per occurrence	No Charge	No Charge
7. Reasonable Susp/Post-Accident-No notice given (total for both breath test and urine collection)				
Business Hours (work days)	5	both tests	No Charge	No Charge
After hours and weekends	5	both tests	No Charge	No Charge
		Total		\$ 96,577.50

Include the name of the software or internet-based result reporting: CIS Assistant Pro

The vendor shall be required to perform all of the services named above. Failure to provide the services and bid prices shall result in disqualification of the bid. Altering this form in any way other than entering the required information shall



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: 321-621-6383 • Fax: 360-326-1808
www.clearstarlogistics.net

AAMRO Comprehensive Medical Review Officer Training

MROALERT

awards this training certificate to

Charles Moorefield M.D.

In recognition of completion of its 21.75 hour Comprehensive Medical Review Officer Training Program

Theodore F. Shults

Theodore F. Shults, JD, MS
Program Director



Orlando, FL
March 15-17, 2013



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:



**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



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

American Association of Medical Review Officers

STATEMENT OF CONTINUING MEDICAL EDUCATION

AAMRO's Comprehensive MRO Training Program

Oriando, FL
March 15-17, 2013

This program has been reviewed and is acceptable for

21.75 prescribed credit hours

by the American Academy of Family Physicians

(These CME credits are acceptable as category 1 credit hours
when used towards an AMA certificate program.)

Charles Moorefield M.D.

Participant

Cindy Ferrell

Cindy Ferrell
Program Coordinator



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).

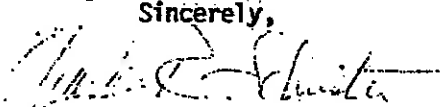
Medtox Laboratories, Inc. will be placed on the list of laboratories certified as eligible to bid on contracts to perform drug testing for Federal Drug-Free Workplace Programs. The list of laboratories certified by the National Institute on Drug Abuse (NIDA) on behalf of the Department will be sent to 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

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 cursive script, appearing to read "Pamela S. Hyde".

Pamela S. Hyde, J.D.
Administrator
Substance Abuse and Mental Health Services Administration

A handwritten signature in cursive script, appearing to read "Frances M. Harding".

Frances M. Harding
Director
Center for Substance Abuse Prevention



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Payne and Garlow Insurance Inc. 3744 Teays Valley Road Suite 101 Hurricane WV 25526	CONTACT NAME: Margaret Gunnoe PHONE (A/C, No, Ext): (304) 757-6880 E-MAIL ADDRESS: Margaret@payneandgarlow.com		FAX (A/C, No): (304) 757-6894
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED HEALTH RESEARCH SYSTEMS, INC. PO BOX 524 HUNTINGTON WV 25710-2107	INSURER A: Erie Insurance Company		26830
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: CL1741303674

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Q97-1200676	1/13/2017	1/13/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DBRE \$ 10,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

West Virginia Department of Highways
 1900 Kanawha Blvd., East
 Building 5
 Charleston, WV 25305-0190

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Harold Payne/ML

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