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Header 6

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 658012

Procurement Type: Central Master Agreement

Vendor ID: 000000207186



Legal Name: HEALTH RESEARCH SYSTEMS INC

Alias/DBA:

Total Bid: \$39.50

Response Date: 01/02/2020



Response Time: 11:33

SO Doc Code: CRFQ

SO Dept: 0323

SO Doc ID: WWW2000000006

Published Date: 12/30/19

Close Date: 1/3/20

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM 3 - Drug
Screening/Testing


Total of Header Attachments: 6

Total of All Attachments: 6



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

State of West Virginia
Solicitation Response

Proc Folder : 658012

Solicitation Description : ADDENDUM 3 - Drug Screening/Testing

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-01-03 13:30:00	SR 0323 ESR01022000000003872	1

VENDOR

000000207186

HEALTH RESEARCH SYSTEMS INC

Solicitation Number: CRFQ 0323 WWV2000000006

Total Bid : \$39.50 Response Date: 2020-01-02 Response Time: 11:33:15

Comments:

FOR INFORMATION CONTACT THE BUYER

Dusty J Smith
(304) 558-2063
dusty.j.smith@wv.gov

Signature on File

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Drug Screening/Testing per specifications attached herein	1.00000	EA	\$39.500000	\$39.50

Comm Code	Manufacturer	Specification	Model #
85121810			

Extended Description :	Drug Screening/Testing per specifications attached herein
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INTRODUCTION

Health Research Systems, Inc. (HRS) is pleased to submit this proposal to Workforce West Virginia (WFWV) for **CRFQ # 0323 WWV2000000006, Drug Screening/Testing 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 Columbus 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 eight (28) 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.

Mrs. Merilee Hutchinson is HRS's current operations manager with 12 years of management experience and 5 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 10,000 covered employees involved in these programs. HRS collects over 30,000 drug and alcohol collections per year.

SCOPE OF WORK – Technical Specifications

HRS, partnering with Alere Laboratories and Dr. Stephen Kracht, D.O. Medical Review Office utilizing RedArrow 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 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.

3.1.1.1 HRS will meet and/or exceed the mandatory requirements of this RFQ.

3.1.1.2 HRS accepts responsibility 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 by WFWV.

3.1.1.3 HRS along with all associated collection facilities accepts walk-in clients.

3.1.1.4 HRS will provide the required testing at our facility or associated clinics. See exhibit A for a listing of facilities.

3.1.1.5 HRS and all associated clinics have collection hours of 8 am-5 pm EST, Monday through Friday.

3.1.1.6 HRS and all associated clinics will only provide testing if the clients have a valid Drug Test Authorization Form. The process would require the Workforce WV worker to forward the Drug Test Authorization Form to HRS via e-mail or fax. HRS will generate an authorization form to be sent directly to the approved clinic and e-mailed to the candidate for the testing to be performed.

3.1.1.7 HRS shall test, record, submit for review, and legally support confirmations of test specimens in conformity within the concentration cutoffs set forth in this RFQ.

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

3.1.1.9 HRS, if required, will determine the appropriate nanogram cut-off levels for drugs that have no threshold listed in this RFQ.

3.1.1.10 HRS will have all test results reviewed by a certified Medical Review Officer.

3.1.1.11 HRS agrees that specimens testing positive after both the screening and confirmation test shall be considered positive for the purpose of retaining the sample. HRS will retain, in a frozen state, these specimens for 365 days.

3.1.1.12 HRS will provide any and all follow-up testing or analysis required to either confirm a positive result or eliminate a false positive.

3.1.1.13 HRS will inform the participant of drug screen results within forty-eight (48) hours after collection of specimen for Negative results. HRS, for a positive result, shall inform the participant within forty-eight (48) hours after review of the results by the Medical Review Officer.

3.1.1.14 HRS ensures that all test results are clearly marked as Pass or Fail.

3.1.1.15 HRS will utilize RedArrow as their internet-based database of the test results. The minimum information listed in this RFQ will be utilized inside RedArrow.

3.1.1.15.1 HRS will provide confidential access to designated WFWV employees to this database.

3.1.1.16 HRS will maintain client records for six (6) years following the expiration/cancellation of any contract resulting from this RFQ.

3.1.1.17 HRS, at no additional cost to the agency, will 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.

3.1.1.18 HRS will have testing/collection sites within 20 miles of WFWV local offices as shown in the RFQs' exhibit B. Please see exhibit A for these listings.

3.1.1.19 and 3.1.1.20 HRS will provide that 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.

3.1.1.21 HRS ensures that any subcontracted facilities or services utilized meet the mandatory requirements of this RFQ.

3.1.1.22 HRS is able to provide services at all locations specified within fifteen (15) day of issuance of award of contract.

3.1.1.23 HRS agrees to abide within the rules of confidentiality issued by or through the United States Department of Transportation during this contract and/or after termination/cancellation of any contract award.

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 Alere Laboratories, located in Gretna, LA and Richmond, VA. Alere is certified by SAMHSA and meets all applicable USDOT regulations. The addresses for Alere are:

Alere Laboratories

1111 Newton Street

Gretna, LA 70053

Phone: 504-361-8989

Fax: 504-361-8298

450 Southlake Boulevard

Richmond, VA 23236

Phone: 800-977-9130

Fax: 804-379-5919

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 Dr. Stephen Kracht 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 Dr. Kracht is:

Dr. Stephen Kracht
7500 W 110th St, Ste 400A
Overland Park, KS 66225
Phone: 804-346-1010

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

All laboratory-positive results will be downloaded to Dr. Kracht 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. Dr. Kracht adheres to strict rules of confidentiality. Test results for WFWV will not be released without the prior consent of the program's coordinator.

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

Gordon Cook; Human Resource Director
1900 Kanawha Blvd. East
Bldg. 5; Rm. 949
Charleston, WV 25305
Ph: 304-558-5790
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

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.

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	4.4
Beckley Workforce WV	MedExpress	1709 Harper Road	Beckley	WV	25801	Mon-Sun 8am-8pm	2.5
Beckley Workforce WV	MedExpress	520 Beckley Crossing Shopping Center	Beckley	WV	25801	Mon-Sun 8am-8pm	1.2
Charleston Workforce WV	MedExpress Kanawha City	5430 MacCorkle Ave. SE	Charleston	WV	25304	Mon-Sun 8am-8pm	2.8
Charleston Workforce WV	MedExpress Patrick Street	1416 MacCorkle Ave. SW	Charleston	WV	25303	Mon-Sun 8am-8pm	4.5
Charleston Workforce WV	MedExpress	4812 MacCorkle Ave. SW	Charleston	WV	25309	Mon-Sun 8am-8pm	8.9
Clarksburg Workforce WV	MedExpress Clarksburg	101 Emily Drive	Clarksburg	WV	26301	Mon-Sun 8am-8pm	5
Elkins Workforce WV	MedExpress Elkins	613 Randolph Ave.	Elkins	WV	26241	Mon-Sun 8am-8pm	0.9
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	MedExpress Logan	123 Enterprise Drive	Logan	WV	25601	Mon-Sun 8am-8pm	2
Martinsburg Workforce WV	MedExpress	1355 Edwin Miller Blvd	Martinsburg	WV	25404	Mon-Sun 8am-8pm	3.1
Martinsburg Workforce WV	Med Express Martinsburg	83 Retail Commons Pkwy	Martinsburg	WV	25403	Mon-Sun 8am-8pm	6.4
Mercer County Workforce WV	Med Express Princeton	277 Greasy Ridge Rd.	Princeton	WV	24740	Mon-Sun 8am-8pm	3.4
Morgantown Workforce WV	MedExpress Morgantown	215 Don Knotts Blvd	Morgantown	WV	26501	Mon-Sun 8am-8pm	3.1
Morgantown Workforce WV	MedExpress	956 Maple Dr.	Morgantown	WV	26505	Mon-Sun 8am-8pm	6.4
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	MedExpress Teays Valley	563 State Route 34	Hurricane	WV	25526	Mon-Sun 8am-8pm	2
South Branch Workforce WV	EZCare Moorefield	747 N Main St, Ste C	Moorefield	WV	26836	Mon-Fri 9am to 5pm	1
Summersville Workforce WV	MedExpress Summersville	5870 Webster Rd.	Summersville	WV	26651	Mon-Sun 8am-8pm	0.6
Summersville Workforce WV	Summersville Memorial Hospital	400 Fairview Heights R	Summersville	WV	26651	Mon-Fri 10am-4pm	1.3
Weirton Workforce WV	MedExpress Wierton	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

Medical Review Officer Certification Council

3231 S Halsted St, #167, Chicago, IL 60608 • 847-631-0599 • FAX 847-483-1282 Email: mrocc@mrocc.org



July 30, 2018

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Program Manager

Stephen J. Kracht, D.O.
Cynergy, P.A.
8140 Ward Parkway Suite 275
Kansas City, MO 64114

Certification Number: [REDACTED]

Valid from July 30, 2018 to July 30, 2023

Dr. Kracht:

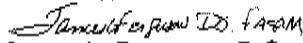
I am very pleased to confirm that you have successfully passed the MROCC certification examination. Your CME training plus the passing of this examination qualifies you for certification by the Medical Review Officer Certification Council as a Certified MRO.

An official verification of certification is available by logging into the MROCC website at <https://www.mrocc.org/login.cfm> and clicking on the Print Verification button. Once you are logged in, there is also an option to purchase a professionally-printed MROCC certificate, if you wish to do so.

Your listing is now available on the MROCC website. You may view your listing and make changes to it at the MROCC website at <https://www.mrocc.org/login.cfm>. It is important to keep your contact information updated by logging into your record on our website so that you receive any necessary updates and reminders during your certification cycle.

Again, my warmest congratulations!

Sincerely,


James L. Ferguson, D.O.
Chairman, MROCC Board of Directors

MROCC

Promoting and Preserving The Highest Quality of Standards Among MROs
www.mrocc.org



Currently Certified as a Medical Review Officer by MROCC

Name:	Stephen J. Kracht, D.O.
Certification Number:	
Certification Cycle:	July 30, 2018 to July 30, 2023
Company:	Cynergy, P.A.
Address Line 1:	8140 Ward Parkway Suite 275
Address Line 2:	
City:	Kansas City
State:	MO
Country:	
Email:	stephen.kracht@cynergymro.com
Date Printed:	May 04, 2018
Source:	MROCC website. The verification of certification using this web site meets primary source requirements as defined by JCAHO and NCQA.

This notice serves as verification that the above referenced physician is a certified Medical Review Officer (MRO) through the Medical Review Officer Certification Council (MROCC). MROCC certifies, through an eligibility process and written examination, licensed physicians who have had appropriate CME training and experience in performing the essential duties of the MRO. Certification is intended to ensure the public of quality services and the maintenance of ethical conduct by qualified physicians involved in drug and alcohol testing review.

MROCC's certification examination is annually reviewed and approved by the Department of Health and Human Services, and fulfills the requirement for certification of Medical Review Officers as established by the Department of Transportation in its Procedures for Transportation Workplace Drug and Alcohol Testing Programs 49 CFR Part 40 of the Federal Register.



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

American Association of Medical Review Officers

April 21, 2017

Verification of Certification for: Stephen J. Kracht, D.O.
Cynergy P.A.
8140 Ward Parkway
Kansas City MO 64114

Certification Number: [REDACTED]

Current Certification Date: April 20, 2017

Certification Expiration Date: April 20, 2022

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).

For all physicians certified or recertified by AAMRO after October 1, 2010 will have to attend an MRO training program and take the exam. 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/09/2019

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 have **ADDITIONAL INSURED** provisions or 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@garlowinsurance.com FAX (A/C, No): (304) 757-6894																					
INSURED EMSI & SEE DEC PO BOX 524 HUNTINGTON WV 25710-2107	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Erie Insurance Company</td><td>26830</td></tr><tr><td>INSURER B:</td><td>Flagship City Insurance</td><td>35585</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Erie Insurance Company	26830	INSURER B:	Flagship City Insurance	35585	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Erie Insurance Company	26830																				
INSURER B:	Flagship City Insurance	35585																				
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL1912904882**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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Q97-1200676	01/13/2020	01/13/2021	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
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Q97-1200676	01/13/2020	01/13/2021	COMBINED SINGLE LIMIT (Ea accident) \$ included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Q85-6300152	01/13/2020	01/13/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Workforce West Virginia 1321 Plaza East Charleston WV 25305	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
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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)

P. O. Box 524 Huntington, WV 25710

(Address)

304-521-1422/866-945-9153

(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)



(Authorized Signature) (Representative Name, Title)

Merilee Hutchinson/Operations Manager

(Printed Name and Title of Authorized Representative)

01/02/2020

(Date)

304-521-1422/866-945-9153

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

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:

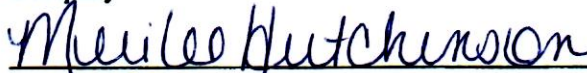
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" 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 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



Authorized Signature

01/02/2020

Date

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

**REQUEST FOR QUOTATION
Drug Screening/Testing Services**

DOL:

<http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp>

Prior to utilizing the services available under this contract, each agency must ensure that factors relating to the broad categories of behavioral control, financial control, and the type of relationship between the state and the temporary worker will not cause the independent contractor relationship to be construed as an employee/employer relationship. Items that must be considered include but are not limited to, the degree of control exercised by the State over the temporary worker relating to performance of the job and the degree to which the temporary worker is integrated into the State's system. The Purchasing Division recommends that each agency review the IRS and DOL publications found at the links above and obtain further assurance from their respective internal legal counsel to maintain the independent contractor status for individuals and entities hired under this contract.

12. MISCELLANEOUS:

- 12.1 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Merilee Hutchinson
Telephone Number: 304-521-1422
Fax Number: 866-945-9153
Email Address: mhutchinson@healthresearchsystems.com

STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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.

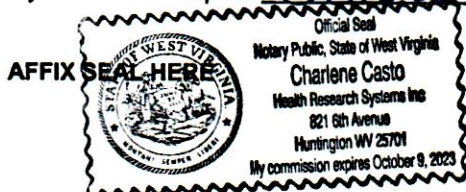
Authorized Signature: Muelo Hutchinson Date: 01/02/2020

State of West Virginia

County of Cabell to-wit:

Taken, subscribed, and sworn to before me this 2nd day of January, 2020

My Commission expires October 9, 2023



NOTARY PUBLIC

Charlene Casto

Purchasing Affidavit (Revised 01/19/2018)