



## Department of Property & Procurement

Government of the United States Virgin Islands

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September 1, 2020

**AMENDMENT #1 – RFP-054-T-2020 (P) -Qualified Third-Party Administrator to perform Drug & Alcohol Testing**

### **Questions and Answers:**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

## Questions and Answers:

1) Who is the current provider?

ChemChek, Inc., of Richardson, Texas.

2) Why is GVI evaluating new providers?

The contract between GVI and the provider expired, therefore a new contract must be entered into by way of Bid Proposal.

3) What is the current pricing?

GVI does not set the pricing, it is submitted by the proposer.

4) What is the expected volume of tests?

The volume of tests should be based on the number of employees. GVI has 220 employees who will be included in the testing pool. (64) DOT and 156 Non-DOT).

5) GVI would like to utilize their existing collection facilities (page 9). What are the current collection sites and their contact information? Does GVI have existing contracts with them or do we need to establish our own agreements with them?

GVI currently utilizes the company's Certified Collector and BAT on-site.

6) Do any of these existing collection sites provide After Hours, Post Accident Collection Services or on-site/mobile services?

The collection site provides After Hours and Post Accident Collection Services on-site.

7) Is the Electronic Submission option in lieu of hard copies or in addition to (page 4)

This question refers to Electronic Submission of Bid Proposals (Requested by P&P)

8) How does the separate Cost Proposal work with Electronic Submission (page 7)? Is it submitted in a separate email? If so, what should be in the subject line?

**Cost Proposal**

9) For Organization's staff list (Local & Off-Territory) that we're supposed to provide (page 6), or we supposed to include that of sub-contractors' (your collection sites)

No. This list does not include GVI's collection sites.

10) Please confirm that GVI would like our clients to notarize the reference letters they provide us (page 6).

**The consents are to be notarized**

11) "A professional, qualified professor of statistics belonging to a reputable graduate school of management shall conduct the validation of the Prosper's program" (page 13). Is GVI arranging this or is the Prosper? At who's expense?

**GVI will arrange for the qualified professor of statistics.**

12) RFP states that the best method of reporting is to be determined but is immediately followed up by information on Integrated Voice Reporting (page 14). Is Integrated Voice Reporting a mandatory component? Or is this just a suggestion?

**Integrated Voice Reporting is not mandatory, this is just a suggestion. The Proposer and client shall determine the best method of reporting drug and alcohol results.**

13) "Aggregate quarterly, statistical reports shall be provided by the testing laboratory" (page 14). What kind of statistical reports is GVI looking for from the lab?

**GVI is looking for a Semi-annual Substance Abuse and Mental Health Services "Statistical Summary Report" of Specimen Results Reported. This Report must be provided by the Testing Laboratory.**

14) If pages 15-36 are to be filled out, are we to put the RFP# where it asks for the "Contract No." on the bottom of each page?

**The attachments such as the contract should not be filled out**

15) Confirm that the Mandatory List of Required Documents (pages 7-8, attachment) are not due with the proposal but with the signed contract?

**That is correct**