

Request for Qualifications (RFQ)

The St. Joseph County Office of Community Corrections (SJC OCC) is issuing this Request for Qualifications (RFQ) to identify qualified vendors to provide frequent, random, and observed drug and alcohol testing, as well as ancillary services such as case management, transportation and peer support, in compliance with the County's Purchasing Policy and Procedures for services exceeding \$20,000. This process will be used to establish a pre-qualified vendor pool from which cost proposals may subsequently be requested.

Additional information may be acquired from the St. Joseph County website at www.stjosephcountymi.gov or by emailing the Office of Community Corrections at blissm@stjosephcountymi.org.

Qualifications must be emailed to blissm@stjosephcountymi.gov and received on or before 5:00 p.m. on April 30, 2025.

Melissa Bliss, Community Corrections Director

269-467-5606

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Description of Services.

1. Drug and alcohol testing must be frequent (minimum of twice/week), random, and observed (same sex) urine analyses (UA) drug and alcohol tests. Gender identity means an individual's internal sense of being male or female, which may be different from an individual's sex assigned at birth. Other testing methods as requested by SJC OCC must be provided in those instances.
2. Testing must be provided at a community testing site and other locations as requested.
3. The probability of being tested in the evening, weekend, and holidays must be the same as on any other days/times. Testing days must be selected by a computerized randomizer.
4. Coordinate services and communicate immediately in the event of a positive test with the participant's Pretrial Agent. Vendor is responsible for ordering and maintaining necessary inventory including PPE supplies.
5. Timely communication with participants during testing and following up with SJC OCC staff after each test is the responsibility of the vendor regarding any statements, behaviors or observations related to the participants, (including but not limited to observations of participants prior to, during, and after testing.
7. Test specimens must be examined for all unauthorized substances that are suspected to be used by SJC OCC pretrial participants. Randomly selected specimens are to be tested periodically for a broader range of substances to detect new substances, upon request.
8. Vendor is responsible for following all evidence-based practices to reduce the risk of the participant providing an adulterated, tampered, or substitute specimen.
9. When a participant denies substance use in response to a positive screening test, vendor agrees to send a portion of the same specimen to a SAMHSA approved

laboratory and for confirmatory analysis using the instrumented test GC/MS.

10. Unless a participant admits to using the drug identified by the screening procedure, confirmation of presumptive positive tests is mandatory. The vendor is responsible to provide confirmation test results within 7 business days of sample collection.

11. The vendor is responsible for routinely examining and testing specimens for evidence of dilution and adulteration including temperature testing, creatinine, and specific gravity testing.

12. Vendor is required to follow generally accepted chain-of-custody procedures when handling test specimens. Therefore, if independent professionals or laboratories perform drug and alcohol testing, they must be trained carefully to follow proper chain of custody procedures. A chain-of-custody form is completed when a urine sample has been collected and is being transported from the testing site. This form ensures the identity and integrity of the sample through transport, testing, and reporting of results.

13. The vendor and the associated SAMHSA approved lab used for confirmation testing must cooperate if the court determines that scientific, technical, or other specialized knowledge will assist the trier of fact to understand the evidence or to determine a fact in issue. A witness qualified as an expert by knowledge, skill, experience, training, or education will testify in the form of an opinion or otherwise if (1) the testimony is based on sufficient facts or data, (2) the testimony is the product of reliable principles and methods, and (3) the witness has applied the principles and methods reliably to the facts of the case.

14. Vendors are required to comply with Title 42 of the United States Code, Section 290dd2, which is the federal law that protects the confidentiality of the identity, diagnosis, prognosis, or treatment of any patient records that are maintained in connection with the performance of any federally assisted program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research. 42 CFR, Part 2, contains the regulations implementing the alcohol and substance abuse confidentiality law.

15. Vendors are required to comply with the Health Insurance Portability and Accountability Act (HIPAA). HIPAA is a federal law that protects confidentiality and the security of protected health information.

16. Vendor is required to follow the State of Michigan State Court Administrative Office (SCAO), Problem Solving Courts, Michigan Association of Treatment Court Professionals Adult Drug Court Standards, Best Practices, and Promising Practices (December 2019) <https://courts.michigan.gov/Administration/SCAO/Resources/Documents/bestpractice/ADC-BPManual.pdf> and the National Association of Drug Court Professionals (NADCP) Best Practice Standards regarding Drug and Alcohol Testing (2018)

<https://www.nadcp.org/wp-content/uploads/2022/05/Adult-Drug-Court-Best-Practice-Standards-Volume-2-Text-Revision-December-2018-corrected-May-2022.pdf> and all updated versions as released.

17. Vendor is required to provide expeditious communication with the SJC OCC Staff.

18. Vendor must agree to and accommodate all requested auditing activities upon request by SJC OCC to ensure that services are being performed as described in this RFP.

19. Vendor is required to provide reasonable accommodations under the Americans Disabilities Act as requested.