**RFP 25- 80854: Employment Alcohol and Drug Testing Services**

**Attachment F1: Minimum Requirements Form**

**Indiana Department of Administration**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Executive Summary and in this attachment of their proposal. If a Respondent is unable to respond “Yes” to all Minimum Requirements but believes they have an alternative solution, please provide the alternative solution with an explanation. Alternatives will be reviewed and considered by the State as to whether they satisfy the minimum requirements. Failure to satisfy these Minimum Requirements may be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

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| --- |
| ***DISA Global Solutions, Inc. (DISA)*** |

| **Minimum Requirement Number** | **Minimum Requirement Description** | **Respondent Meets Minimum Requirement? (Yes/No)** |
| --- | --- | --- |
|  | The State requires that all drug and alcohol testing services provided by the Respondent adhere to rules and regulations as set by the OTETA of 1991 and DOT rule, 49 CFR Parts 40 and 382. | Yes |
|  | The State requires that the Respondent either provides the option to collect samples via oral fluid or provides a written plan detailing how the Respondent will begin providing oral fluid testing services. | Yes, however, the DOT has not finalized all necessary details.  As soon as that information is available, we will begin providing oral fluid testing services. |
|  | The State requires that the Respondent be licensed to do business in the State, as required by State law. | Yes |
|  | The State requires that the Respondent administers a qualified Medical Review Officer (MRO), as defined in RFP Section 1.2 - Definitions and Abbreviations and ensures that the MRO is independent of testing laboratories. MROs must be qualified as defined in 49 CFR Part 40 Section 40.1.21. | Yes |
|  | The State requires that the Respondent adheres to a 48-hour maximum response time for all inquiries. | Yes |
|  | The State requires that any modification to the contractual discounts and pricing has the mutual agreement of both parties and is memorialized through a contract amendment. The State requires the Respondent agree to not charge any additional fees or surcharges. All costs associated with providing the services detailed in the RFP shall be included in the pricing provided in Attachment D - Cost Proposal Template. | Yes |
|  | The State requires that the Respondent provides a minimum amount of collection site coverage as specified in Scope of Work Section 1.4.5 and Attachment M1 - Collection Site Location Form | Yes |
|  | The State requires that the Respondent’s invoice frequency be, at a minimum, monthly. | Yes |
|  | The State requires that the Respondent be capable of providing the assistance of qualified Substance Abuse Professionals (SAPs), as defined in RFP Section 1.2 - Definitions and Abbreviations, to all locations within the State. SAPs must be qualified as defined in 49 CFR Part 40 Section 40.281. | Yes |
|  | The State requires that the Respondent be capable of providing on-site service for the urine collections and breath alcohol tests with mobile units meeting US DOT collection standards. | Yes |
|  | The State requires that the Respondent provides mobile units that are compliant with State and Federal accessibility rules and standards. | Yes |
|  | The State requires that the Respondent provides collection sites, procedures, and any necessary testing or collection services outside of normal working hours and on weekends. | Yes |
|  | The State requires that Respondents be able to supply an emergency number to provide sample collection after regular office hours and on weekends in areas where collection sites are not available. | Yes |
|  | The State requires that the Respondent’s methods for sample collection meet the requirements specified in 49 CFR Part 40. All personnel performing collection services must be certified, trained, and meet all criteria set forth in US DOT regulations. | Yes |
|  | The State requires that all personnel performing collection services must be certified, trained, and meet all criteria set forth in 49 CFR part 40. | Yes |
|  | The State requires that the Respondent provides all necessary supplies and expertise to facilitate sample collection. | Yes |
|  | The State requires that the Respondent submits to quality control testing as defined in Scope of Work Section 1.4.6.3 upon request and at no additional cost. | Yes |
|  | The State requires that all laboratories used by the Respondent be SAMHSA certified. | Yes |
|  | The State requires that the MRO report to the State all initial drug test results within 24 hours of receipt from the laboratory. | Yes, however,  there can be cases where additional time is needed by the MRO to ensure that accurate test results are reported to the DER (Designated Employer Representative) following DOT guidelines. |
|  | The State requires that the Respondent posts testing results to a password protected online portal that is operated and maintained by the Respondent and made accessible to select State personnel. | Yes |
|  | The State requires that the Respondent keeps and retains all records in connection with the contract for three years from the date of final payment. These records may be audited by the State’s designated representative at any time during regular working hours. Electronic or hard copies shall be furnished at no cost to the State if requested. | Yes |
|  | The State requires that the Respondent provides US DOT compliant training sessions as specified in Scope of Work Section 1.4.11. | Yes |
|  | The State requires that the Respondent accepts the forms of payment specified in Scope of Work section 1.4.13. | Yes |
|  | The State requires that the Respondent adheres to the policies and standards defined in the Indiana Office of Technology’s (IOT) Information Security Framework (ISF), as specified in Scope of Work Section 1.4.10. | DISA understands and acknowledges this request. Please refer to our response to Question 1.4.10.2 within Attachment F - Technical Proposal – DISA’s Response (09.27.2024). |