

FLORIDA DEPARTMENT OF TRANSPORTATION

**Procurement Office
605 Suwannee Street, MS 20
Tallahassee, Florida 32399-0450**

ADDENDUM NO. 2

DATE: 9/24/2019

**RE: MANDATORY QUALIFICATIONS FORM
DOT-RFP-20-9030-GH**

- Please Note:

The MANDATORY QUALIFICATIONS FORM has been added to this RFP solicitation in VBS and is included in this Addendum below.

Proposers should acknowledge receipt of this Addendum by completing and submitting with their proposal (or Addendum may be sent via email to greg.hill@dot.state.fl.us) no later than the time and date of the proposal opening.

Bidder/Proposer

Submitted by (Signature)

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

MANDATORY QUALIFICATIONS FORM

ITN #: DOT-RFP-20-9030-GH

TITLE: Third Party Administration of Federally-Mandated Drug and Alcohol Testing Services

FEIN: _____

VENDOR: _____

SUBMITTED BY: _____ TITLE: _____
NAME PRINTED

SIGNED: _____ DATE: _____
SIGNATURE

It is a mandatory requirement that the proposer submit documentation of sufficient detail to allow the Department to make a determination of responsiveness for the items (A - J) below. Proposers not "Passing" ALL the minimum requirements for experience and qualifications and/or technology needs will be deemed non-responsive. Proposals deemed non-responsive will not be considered. (See Ex. A, SOS Part 1, 3.0 for examples). Proposals may be submitted in a reasonable format.

- A. A minimum of seven years of experience as a TPA of federally-compliant drug and alcohol testing programs
- B. A minimum of five current FTA-covered clients. FTA clients are direct grantees or sub-recipients of FTA funding and public transportation contractors operating on behalf of a direct grantee or sub-recipient agency.
- C. A minimum of five current FMCSA-covered clients.
- D. A minimum of two company officials who currently hold a valid certification from the Certification Commission for Drug and Alcohol Program Professionals as a CSAPA, CDAPA-MC or CDAPA-T
- E. A designated point of contact with a minimum of three years of experience in the administration of federal testing programs and comprehensive knowledge of FTA and FMCSA regulations
- F. Ability to establish an individual laboratory testing account for each user agency.
- G. Ability to prepare individual purchase agreements with each user agency
- H. Ability to provide DOT-qualified service agents throughout the state of Florida that meet the terms of this Scope of Services.
- I. Ability to provide employer authorized drug and alcohol testing as a user agency option.

J. Technology requirements:

- a. After-hour contact procedures that include a response time of no greater than 30-minutes for a user agency's post-accident and reasonable suspicion testing needs
- b. Secure electronic mail communication
- c. Company website that meets the following standards:
 - i. Provides user agencies with secure, password-protected access to drug test results and statistical reports as described within the Scope of Services.
 - ii. Provides contract administrator or designated representative with access to user agency account data (applicable to the FTA group only)
 - iii. Servers that are able to process large volumes of data without interruption in service and are:
 1. Equipped with data encryption software
 2. Equipped with a back-up system that will retain data in accordance with record retention periods per 49 CFR Parts 40, 655 and 382

END