DESCRIPTION: Student Background Check and Drug Testing

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY (Opening Date/Time): 02/26/15 @ 2:00 PM EST

QUESTIONS MUST BE RECEIVED BY: NA

NUMBER OF COPIES TO BE SUBMITTED: 1 Original, 5 Printed Copies, 1 electronic copy on CD or flash drive, and 1 redacted electronic copy on CD or flash drive.

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Trident Technical College
Procurement Office
PO Box 118067
Charleston, SC 29423
Fax: 843 574-6395

PHYSICAL ADDRESS:
Trident Technical College
Procurement Office
Building 940, Suite G, Room 110
2050 Mabeline Rd. N. Chas SC 29406
See "Submitting Your Offer" provision

ALL MAIL IS PICKED UP FROM THE US POSTAL SERVICE ONCE DAILY AT AROUND 8:00 A.M. (EXCLUDING WEEKENDS AND HOLIDAYS).

CONFERENCE TYPE: N/A
DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions
LOCATION: See "Submitting Your Offer" provision

AWARD & AMENDMENTS

Award will be posted at the Physical Address stated above on 03/17/15. The award, this solicitation, and any amendments will be posted at the following web address:
http://www.tridenttech.edu/about/departments/proc/ttc_solic.htm

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)

AUTHORIZED SIGNATURE

(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)

TITLE (Business title of person signing above)

PRINTED NAME (Printed name of person signing above) DATE SIGNED (See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)

TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)
### HOME OFFICE ADDRESS
(Address for offeror's home office / principal place of business)

### NOTICE ADDRESS
(Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

- Area Code - Number - Extension
- Facsimile
- E-mail Address

### PAYMENT ADDRESS
(Address to which payments will be sent.) (See "Payment" clause)

- Payment Address same as Home Office Address
- Payment Address same as Notice Address (check only one)

### ORDER ADDRESS
(Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

- Order Address same as Home Office Address
- Order Address same as Notice Address (check only one)

### ACKNOWLEDGMENT OF AMENDMENTS
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

<table>
<thead>
<tr>
<th>Amendment No.</th>
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### DISCOUNT FOR PROMPT PAYMENT
(See "Discount for Prompt Payment" clause)

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<tr>
<th>10 Calendar Days (%)</th>
<th>20 Calendar Days (%)</th>
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Bidders shall acknowledge receipt of this Amendment prior to date and time specified in the solicitation, or as amended, by one of the following methods: (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment. Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. The college will not accept faxed amendments.

Except as provided herein all terms and conditions of the document referenced as heretofore changed remain unchanged and in full force and effect.

Solicitation #: 150119-961-05906-02/16/15
Title: Student Background Check and Drug Testing

Is hereby amended as follows:

Change #1:
The opening date of this solicitation has been extended until Tuesday, February 26, 2015.

Change #2:
The award posting date listed on Cover Page No. 1 is changed from February 27, 2015 to March 20, 2015.

Change #3:
The following has been added to Page 15, Section 6.0 Technical/Functional Requirements, subsection 6.1 Criminal Background Check and Screening has been revised to include:

- Employment Verification to include reason for separation and eligibility for re-employment

Change #4:
Page 18, Section IV. Information For Offerors To Submit, Proposal Contents, Subsection Section 3.0 Organization:

Changed from:
3.7 Documentation of financial ability to perform the required services.

Changed to:
3.7 This requirement is deleted.

Change #5:
Add the following to Section II A. Instructions To Offerors, General Instructions:

IRAN DIVESTMENT ACT- CERTIFICATION (JAN 2015): (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: http://procurement.sc.gov/PS/PS-irandivestment.phtm(.)
Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

Change #6:
Add the following to Section VII. A Terms and Conditions, General:

IRAN DIVESTMENT ACT - ONGOING OBLIGATIONS - (JAN 2015): (a) You must notify the procurement officer immediately if, at any time during the contract term, you are added to the Iran Divestment Act List. (b) Consistent with Section 11-57-330(8), you shall not contract with any person to perform a part of the Work, if, at the time you enter into the subcontract, that person is on the then-current version of the Iran Divestment Act List. [07-7 A072-1]
Change #7:
On page 29, Section VII. B. Terms and Conditions, Special replace “TERM OF CONTRACT - OPTION TO RENEW (JAN 2006)” with the following:

TERM OF CONTRACT - OPTION TO RENEW (JAN 2015): (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of year(s), month(s), and day(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. (b) Contractor acknowledges that, unless excused by Section 11-57-320, if the contractor is on the then-current Iran Divestment Act List as of the date of any contract renewal, the renewal will be void ab initio. [07-78245-2]

Change #8:
On page 16, Section 6.0 Technical/Functional Requirements, subsection 6.8 Registration and Payment replace “Multiple Payment Options” with the following:

Change from:
Multiple Payment Options. (i.e. May pay as one payment or option to pay in 2 installments.) Company will begin process once they have first payment – do not have to wait until full payment received.

Change to:
Multiple Payment Options. Students should have the option of paying for the background check and drug screening at the time of each service.

Change #9:
Replace the Bidding Schedule on page 31 with the attached Bidding Schedule.

Questions
1. How many of your Nursing Students will require Criminal Background Checks and Drug Screening annually?
   See page 14, Section III. Scope of Work / Specifications, subsection 1.0 Background and subsection 2.0 Current Environment.

2. Do they require both services upon admission/pre-clinical and or both?
   Preclinical.

3. What is your current random drug screening process?
   We give the students 24 hours notice to complete the drug screen requirement.

4. Do you currently have a vendor producing non-convictions and or sealed expunged records?
   No

5. Can you define the Social Security Alert?
   An alert/report that states you cannot verify that the social security number belongs to the requestor.

6. How is a CRC deemed Positive?
   If the results show an illegal drug or a drug without a valid prescription the specimen is reported as positive.

7. How is a CRC deemed Negative?
   If prescription medications are reported in the specimen, the MRO contacts the student for current prescription information. The student must provide the requested documentation. If the requested prescription documentation is submitted, the specimen is reported as negative.

8. Is the SLED desired on every student regardless of residential history?
   Yes

9. What drugs are listed in your 10 panel?
   Amphetamines, MDA Analogues, Barbiturates, Benzodiazepines, Opiates, Propoxyphene, Cannabinoids, Cocaine Metabolite, Phencyclidine (PCP) and Adulterants.
10. What are your zip codes for the counties you’d like drug screening locations?
   Berkeley, Charleston, and Dorchester Counties. We may need the capability of students completing their
drug screens anywhere in the US, we will request permission and location at the time of these exceptions.
Not having locations outside of Berkeley, Charleston and Dorchester counties will not disqualify a vendor.

11. MRO is included in our service in which tests are reviewed. Does our MRO have to be licensed in SC assist your
students?
   No

12. How do the students currently permit access to clinical site managers and potential employers?
   Students are required to sign a waiver allowing us to release the information. Policy is that reports with
adverse findings will be forwarded to the clinical facilities for approval. We do not provide this information
to potential employers. Health Sciences students are informed that we will be required to release these to
the clinical facilities for their approval.

13. Do the students know in advance which clinical site they will be able to perform clinicals in?
   Yes

14. At what stage is their clinical assignment determined and by whom?
   Clinical Coordinator controls assignments for first semester and Progression Coordinator controls
assignments for remainder of courses. In the Health Sciences the Program Director for a given course of
study controls the clinical assignments.

15. As it relates to the multi payment option, what is the time lapse between the first payment and the final?
   See change # 8 above.

16. Are reports made available prior to final payment?
   Yes

17. What happens if the student does not complete payment?
   If vendor notifies Clinical Coordinator, student will not be allowed to register until complete payment is
made.

18. What percentage of payment is captured upfront?
   See change # 8 above.

19. Medical Document Manager with Review-Does this pertain to Immunization Tracking Services?
   No.

20. Which Medical Documents do you require review of?
   See page 15, Section 6.0 Technical/Functional Requirements, subsection 6.1 Criminal Background Check
and Screening and Section 6.2 Drug Screening.

21. FACIS Level 3 is one form of a search in the industry. Are you open to any searches that are comprised of OIG/GSA
SAM EPLS, Medicare/Medicaid Fraud and Abuse Check?
   See Change # 3 above.

22. Reports that contain two (2) or more pages should include identifying information (name, social security number,
and date of birth) on all pages. Is this a requirement or a preference?
   See question # 29.

23. Students shall have lifetime access to all information in their profile (Background screening and drug test results)
with no additional cost. Is this a requirement or a preference? We do not charge additional fees however government
regulations may change in the future regarding background screening companies maintaining records on persons
for an indefinite period of time.
   Requirement. If regulations change, we can revisit.
24. Students are able to permit access to clinical site manager and potential employers. The student can share the online link to the certificate from General Information Services Inc. certifying and verifying that they have successfully passed the background check and drug test based on Trident Technical guidelines. Is this sufficient? 
   The coordinators for the nursing division also need to have access to the reports. In Health Sciences, the various program directors need access to the reports.

25. Deadline date to register and pay. The school can impose a deadline date to register and pay for the student however we cannot prohibit a student’s ability to order and pay for a background check after said deadline. Would this disqualify us from consideration?
   No.

26. Would Trident like a 7 year criminal search or the additional years back to age 16? Both are listed in the requirement. This requirement varies based on the affiliation agreements we have with local health care institutions. Some require only a 7 year search where others require it back to the age of 16.

27. Is a SC license MRO a full requirement of services?
   See question # 11.

28. Offeror must be familiar with JCAHO and meet facility requirements – is this pertaining to the labs/collections sites?
   Collection Sites and Labs Performing Tests

29. Report of 2 or more pages must have PII on all pages – is this to be truncated or full?
   If truncated there must be reasonably enough PII on all pages to successfully match the pages of the entire report as being included in/part of a given individual's report.

30. Multiple Payment options – is this a full requirement or request on behalf of the student?
   See change #8 above.

31. Who is the current incumbent and why are you rebidding?
   The current incumbent is First Lab. We are rebidding to find a service that is geared toward students. See page 14, Section III. Scope of Work / Specifications, subsection 3.0 Business Problem To Be Solved and subsection 4.0 Desired Outcome.

32. What is your anticipated start date?
   See Page 7, Section I, Maximum Contract Period - - Estimated.

33. Who is your current provider for background checks? Please provide their current pricing, if possible.
   First Lab - See the State Procurement Website for pricing.

34. Why are you evaluating new providers for background checks?
   See question # 31

35. What is your estimated annual volume of drug tests per program?
   See page 14, Section III. Scope of Work / Specifications, subsection 1.0 Background and subsection 2.0 Current Environment.

36. What is your estimated annual volume of background checks per program?
   See page 14, Section III. Scope of Work / Specifications, subsection 1.0 Background and subsection 2.0 Current Environment.

37. Would the College like to see pricing for maiden and alias names, where available? If so, should this be priced per name, or does the College prefer one price for all names associated with an applicant?
   Pricing should be for all names associated with an applicant.

38. Would the College like to see flat rate pricing or per county pricing for county criminal searches?
   Flat Rate Pricing
39. In reference to section 6.2 Drug Screening: Would the College like to see pricing for immunization tracking and review?
   No.

40. Will the College require pricing for international background screening services?
   Yes, see attached Bidding Schedule.

41. Are vendors permitted to attach a separate cost sheet to elaborate on requested services?
   No.

42. Are vendors permitted to attach a separate cost sheet to suggest additional, supplemental services and products we believe may benefit the College?
   Yes.

43. For security reasons, our certified reports only list the last four digits of an applicant's Social Security number in all headers. Is this acceptable?
   See question # 29.

44. In reference to section 6.8 Registration and Payment: Is it acceptable for students to pay for services in three installments, so long as the background check process is initiated upon receipt of first payment?
   Yes. See change # 8 above.
VIII. **Bidding Schedule / Price-Business Proposal**

Include Cost of total project, first year

Offerors must provide a total fixed cost to include all aspects of the work associated with this RFP. Any offeror who submits an estimate or fails to include all aspects of the project in their total cost will be deemed nonresponsive.

Offeror shall provide the price-business proposal in a separate envelope, including the redacted copy.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Qty</th>
<th>UOM</th>
<th>Description</th>
<th>Unit Price</th>
<th>Grand Total</th>
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<tbody>
<tr>
<td>1</td>
<td>750</td>
<td>EA</td>
<td>Criminal Background Check to include South Carolina Criminal Search (SLED), Nationwide Health Care Fraud and Abuse Scan (FACIS level 3), 7 year County Criminal Search Outside of Statewide, National Sex Offender Registry, Social Security Alert, Residence History.</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td>2</td>
<td>750</td>
<td>EA</td>
<td>Criminal Background Check to include South Carolina Criminal Search (SLED), Nationwide Health Care Fraud and Abuse Scan (FACIS level 3), additional year County Criminal Search Outside of Statewide, National Sex Offender Registry, Social Security Alert, Residence History back to age 16 (for any record of minor charged as an adult).</td>
<td>$___________</td>
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<tr>
<td>3</td>
<td>750</td>
<td>EA</td>
<td>Criminal Background Check to include South Carolina Criminal Search (SLED), Nationwide Health Care Fraud and Abuse Scan (FACIS level 3), 7 year County Criminal Search Outside of Statewide, National Sex Offender Registry, Social Security Alert, Residence History, to include international background screening.</td>
<td>$___________</td>
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<td>4</td>
<td>750</td>
<td>EA</td>
<td>Criminal Background Check to include South Carolina Criminal Search (SLED), Nationwide Health Care Fraud and Abuse Scan (FACIS level 3), additional year County Criminal Search Outside of Statewide, National Sex Offender Registry, Social Security Alert, Residence History back to age 16 (for any record of minor charged as an adult), to include international background screening.</td>
<td>$___________</td>
<td>$___________</td>
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<td>5</td>
<td>750</td>
<td>EA</td>
<td>Drug Screen to include 10 Panel Urinalysis</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td>6</td>
<td>750</td>
<td>EA</td>
<td>Medical Document manager with Review, includes life-time student access</td>
<td>$___________</td>
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**Grand Total**

$___________

Quantities indicated above are estimates and are subject to change based on actual requirements.